User Manual

Foxit Reader 4.1

For Windows

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Microsoft GOLD CERTIFIED Partner

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Chapter 1 – Overview

Welcome to Foxit Reader 4.1-- your right choice to view and print PDF documents!

Foxit Reader 4.1, hereafter referred to as Foxit Reader, is a free PDF document viewer and printer. It launches quickly (about one second) and requires no installation. Unzip the downloaded zip file to a folder of your choice and run the executable file directly.

In addition to the basic PDF viewing functions, Foxit Reader also includes various advance features, such as adding annotations, undoing and redoing actions, saving a PDF document as a text file, and copying text from the text viewer.

Why PDF Format?

- **Original look and feel**
  PDF documents look exactly like the original pages, regardless of the software platform, the original application, or the availability of specific fonts. It is exactly the same as the author designed it.

- **Secure, reliable electronic document distribution and exchange**
  Invented by Adobe Systems more than ten years ago, Portable Document Format (PDF) is a publicly available specification and de facto standard around the world for secure and reliable electronic document distribution and exchange. The PDF has been adopted by many governments and enterprises to streamline document management, increase productivity, and reduce reliance on paper.

- **Digital Solution of Integrity and Consistency**
  PDF has become the standard format used for publishing and printing-based industries because what is shown on the screen is exactly what will be printed. With PDF being a publicly available standard format, many end users outside of the publishing circle also find it the best solution for integrated and consistent printouts.

Why Foxit Reader?

- **Incredibly small**
  Foxit Reader is a small and lightweight application with minimal memory consumption.

- **Breezing-fast startup**
  When you run Foxit Reader, it launches instantly without any delay.

- **Annotation tools**
  Have you ever wished to annotate (or comment on) a PDF document when you are reading it? Foxit Reader allows you to draw graphics, highlight text, type text and make notes on a PDF document and then print out or save the annotated document.

- **Text converter**
  You may convert the whole PDF document into a simple text file.

- **Multimedia design support**
  Foxit Reader has been enhanced to support multimedia design. Users can add movies and audio files to PDF documents, making them more multimedia rich.

- **High security and privacy**
  Foxit Reader respects the security and privacy of users and will never connect to the Internet without users' permission while other PDF Readers often silently connect to the Internet in the background. Foxit Reader does not contain any spy-ware or ad-ware.

- **Low cost but numerous functions**
  The advanced add-ons of Foxit Reader are all affordable. You will notice that Foxit Reader offers better performance at a lower cost compared to major competitors.

Foxit Reader Add-ons

Foxit Reader provides separate add-ons for you to download on demand. These add-ons fall into critical add-ons and advanced add-ons, which can be updated by the Update Manager, and it can also be downloaded from our website

(http://www.foxitsoftware.com/pdf/reader/addons.php). The former one is free while the latter provides additional features for a fee.

Critical Add-ons

Critical add-ons are free. They are essential components for proper display and execution. For example, if you open a PDF document containing Chinese characters, Foxit Reader will ask if you want to download the Eastern Asian Language Support. If you choose "Cancel", you can read this file, but some characters will not be displayed correctly.

Free Critical Add-ons in Foxit Reader

Name	Function Description	Size	Remark
JPEG2000/JBIG Decoder	This add-on module is for decoding images in JPEG2000 or JBIG2 formats. If you don't install this module, images in those formats cannot be displayed.	169KB	Download Free
Eastern Asian Language Support	This module is used for displaying Eastern Asian Language in a PDF file. Eastern Asian Language can't be displayed properly without it.	1.12MB	Download Free
GDI+ Module	This is a redistributable module from Microsoft and provides better display quality for graphics. You can still view the PDF file without this module in lower graphic quality. Installing this module will not affect any other applications on your system.	764KB	Download Free
JavaScript Support	This add-on is used to execute JavaScript in many interactive forms. If you don't install this add-on, you still can fill in such forms, but you wouldn't be able to perform some automated tasks like field value verification and recalculation.	1.05MB	Download Free

NOTE: *To manually install a critical add-on, please extract it to the same directory where you install Foxit Reader.*

See also
"Updating Foxit Reader".

Advanced Add-ons

Advanced add-ons,such as Foxit PDF Editor and Foxit PDF Creator, have many specific capabilities and are not free.

Foxit PDF Editor and Creator serve as stand-alone programs. They have their own installers and working windows. Foxit PDF Editor enables you to modify the pages contents while Foxit PDF Creator allows you to convert non-PDF files to PDF documents.

Advanced Add-ons in Foxit Reader

Name	Function Description	Size	Remark
Foxit PDF Editor	This add-on installs an evaluation version of Foxit PDF Editor, which is used to edit page contents of PDF files, including text information, graphics (shapes and lines), and images. If you have already installed Foxit PDF Editor, please don't install this add-on. You should start Foxit PDF Editor directly to change page content.	3.32MB	Download
Foxit PDF Creator	This add-on installs a virtual printer onto your system. You can use this printer to convert any printable documents to PDF files (just open the necessary application, then print to Foxit PDF Printer). If you don't install this add-on, you won't be able to use the "Convert to PDF" feature in Foxit Reader. Without	675KB	Download

	purchasing this add-on, evaluation marks will be added to your created pages.		
Foxit Toolbar for Browser	This add-on is a free toolbar for IE or Firefox that delivers up-to-date Foxit news and upgrades straight to your Internet browser, enabling the user to search the web anytime anywhere, giving easy access to various useful goodies and gadgets.	1.01MB	Download Free
Firefox Plugins	Foxit Firefox Plugin installs a simple Foxit Reader into the Firefox web browser, this free add-on allows users to display, view, edit and print PDF documents in the browser.	212 KB	Download Free
OnDemandCM	Foxit On Demand Content Management enables users to organize, share and collaborate on documents and forms online. Upload from Foxit Reader or send documents with ease. Advanced features include workflow driven document sharing, revisions of documents, CollabRoom for group collaboration. (Free registration required, check File->OnDemandCM for details after installing the add-on.)	817 KB	Download Free
Spell Checker	When you fill out an English form or use typewriter to insert any English text, this tool will try to find any spelling errors and highlight them with squiggly lines. If you right click on the misspelled words, you will see a list of suggested words. Click here to download the dictionary.	239 KB	Download

Tips:

1. Instructions on installation of .fzip package below

To manually install a critical or an advanced add-on, please run Foxit Reader, and then go to "Help" > "Install Updates" > browse and choose the related downloaded package, and then click the "Open" button. When you're done, click "Done" to finish the installation.

2. How to install the dictionary for Foxit Spell Checker?

After you download the dictionary and unzip it, please save the unzipped folder named lex to the same installation folder of Foxit Reader like C:\Program Files\Foxit Software\Foxit Reader.

Check for update:

1. To select "Check for Updates", please go to **Help** > **Check for Updates Now** > click "**Preferences**" in the Foxit Reader Updates dialog box > select "**Automatically check for Foxit updates**". Please note this option is selected by default.

2. Foxit ReaderFoxit ReaderYou can install the Foxit Toolbar or eBay shortcut icon with Installation Wizard when you install Foxit PDF printer, or with the Foxit Reader Updates dialog box.

Updating Foxit Reader

Foxit files and add-ons can be updated in several ways. Some updates are available if you open a PDF document that triggers the updating process. For example, if you open a file that contains Chinese characters, Foxit Reader will ask if you want to download the Eastern Asian Language Support. Other updates are available only from the Help menu, where you have to manually install them. However, all updates can be downloaded directly from Foxit website.

Updating from the Help Menu

1. Choose Help > Check for Updates Now…
2. Select updates from the column on the left, and click Add to move them to the right column. Only the updates and components appropriate for your product will be listed.
3. Click Install.

Set Updating Preferences

1. Choose Help > Check for Updates Now…
2. In Foxit Reader Updates dialog box, click Preferences.
3. To check for updates automatically, select Automatically check for Foxit updates, and then specify whether you want automatic checking on a weekly or monthly basis.
4. Click OK.

Please note that "Automatically check for Foxit updates" option is selected by default.

Updating From Foxit Website

1. Click to visit http://www.foxitsoftware.com/pdf/reader/addons.php.
2. Select and download the add-ons you want to update.
3. Extract them to the same directory where you install Foxit Reader.
4. Re-run the Foxit Reader program to implement the update files.

Using This Help

This help document is divided into major categories as shown in Table of Contents. The contents bar can be used to navigate help by clicking on a topic.

This manual consists of 9 chapters. To browse the topic you are interested in, please do one of the following:

1. Move to Table of Contents, click one of the topics you are interested in, the page about this issue will be displayed.
2. Click the item in the bookmark pane to your desired topic.

If you have trouble finding help for a particular topic or the help provided is not sufficient, send email to support@foxitsoftware.com and our support team will contact you. Your feedback helps us to improve our documentation so we welcome your input.

What's new in Foxit Reader 4.1

Foxit Reader 4.1 has been enhanced dramatically by optimizing the

reading engine and fixing several major bugs from the previous versions.

1. Fixed the crash issue when opening certain PDFs.
2. Optimized the reading engine and fixed the issue where the scrolling becomes very slowly when reading large PDFs.
3. Users will not be prompted to set default PDF reader when either or both Phantom and Foxit Reader is installed.
4. PDF icons are reverted to other Reader's PDF icons when Phantom/Foxit Reader is uninstalled, if those exist.
5. Fixed the issue where the system sets Foxit Reader as the default PDF viewer without user permission when Foxit Reader launches.

Chapter 2 – Getting Started

This section gives you an overview of Foxit Reader, including installation, registration, work area, properties and uninstallation.

Installing Foxit Reader

Windows System Requirements

Foxit Reader runs successfully on the following systems. If your computer does not meet these requirements, you may not be able to use Foxit Reader.

- Windows 2000
- Windows XP
- Windows Server 2003
- Windows Vista
- Windows 7

How to Install?

Please visit Foxit Corporation's website (http://www.foxitsoftware.com/downloads/) to download the latest version of Foxit Reader for free. There are three versions for you to download.

1. ZIP Format

If you download the "FoxitReader41.zip" file to your computer, all you need to do is UNZIP and DOUBLE CLICK the FoxitReader.exe application file. You can start using it right away. This format requires no installation.

2. EXE Format

If you download the "FoxitReader41_setup.exe" file to your computer, please do the following:

- Double-click the "FoxitReader41_setup.exe" file, and you will see the Install Wizard pop up. Click **Next** button to continue.
- The new features are listed on the screen. Click **Next** button.

- This program is protected by copyright law and you have to accept the License Agreement to proceed. Check the **I accept** option and click Next to continue.

- There are two setup types for you in this step:

Default setup— uses default settings for all configurations, including the install directory, desktop shortcut, etc.

Custom setup— customizes install configurations, which allows you to change the destination folder and desktop settings, etc.

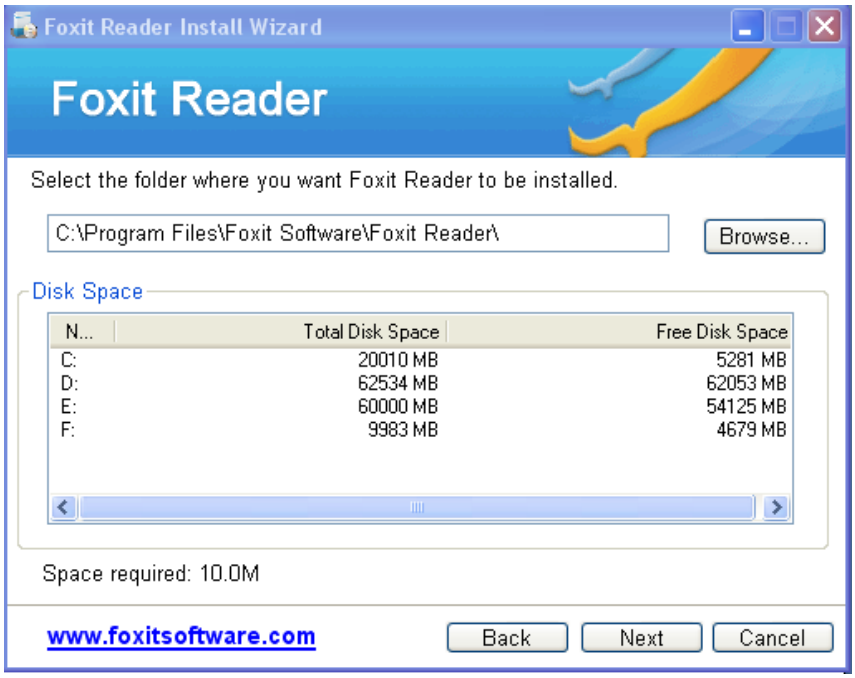
- After choosing your installation type, please follow the respective steps listed below:

  For default setup, click the Install button to complete the installation.

  For custom setup, do the following:

  1) Click the Browse…button to change the installation directory or keep the default. Click Next to go on.

  2) Check the options you want to install and click Next to install.



- You will get a chance to select to install some plug-ins we offered. Choose to install any plug-ins you like, and you can get some features for free.

- When the process is complete, a message tells you that Foxit Reader is installed. Click Finish to complete the installation.

3. MSI Format

Please refer to the installation steps of EXE Format.

4. Safe Mode Setting

If you want to set Safe Reading Mode during installation, please check the Enable Safe Reading Mode as the following picture showed.

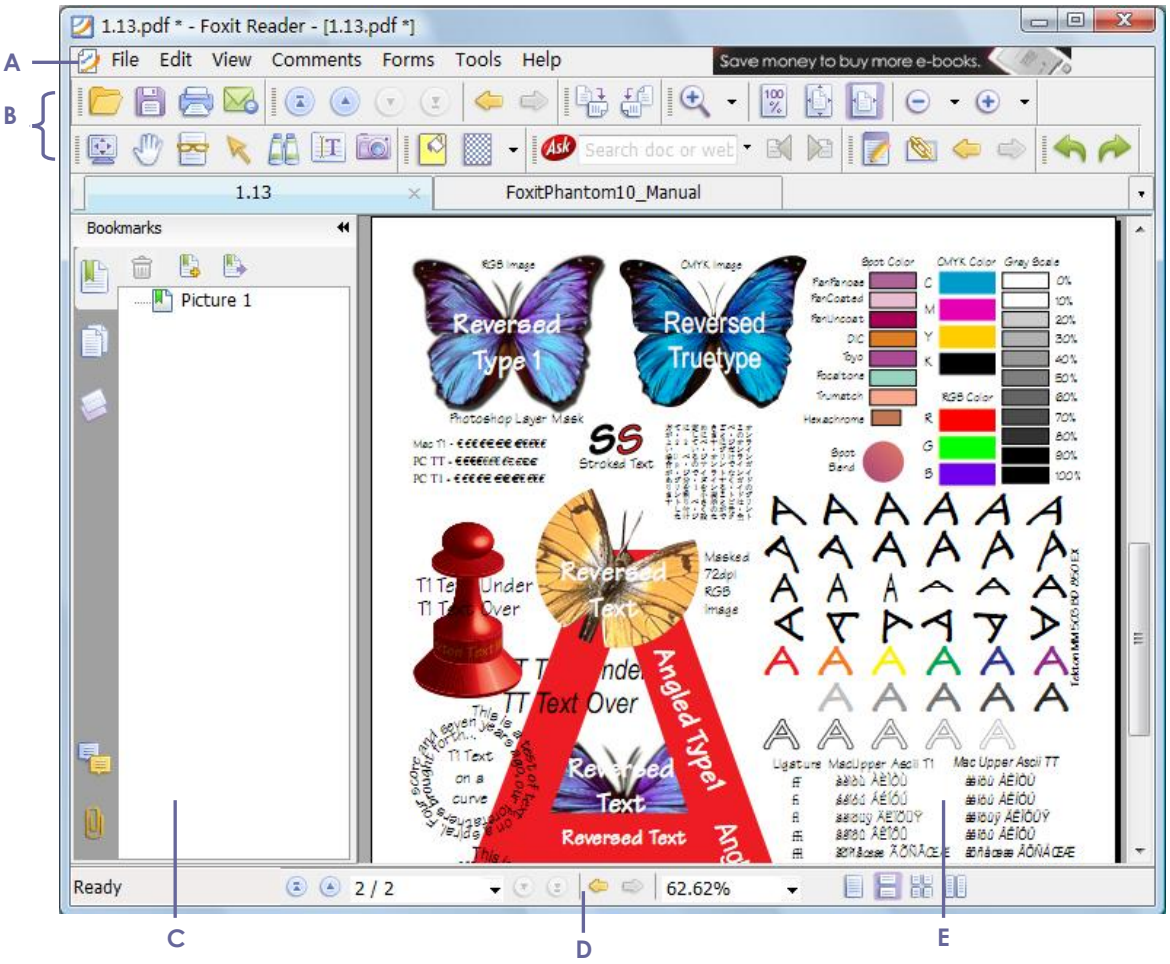
Work Area

Foxit Reader opens in two different ways: on its own, as a standalone application, and in a web browser. The associated work areas slightly differ.

The Foxit Reader work area includes a document pane that displays PDFs and a navigation pane on the left side that helps you browse through the current PDF. Toolbars near the top and bottom of the window provide other controls that you can use to work with PDFs, including toolbar pane, menu bar and status bar.

The Work Area for PDFs Open in the Application

- Double-click the Foxit Reader icon on the desktop to start this program
- Choose File > Open, navigate to and select any PDF on your computer, and click Open.

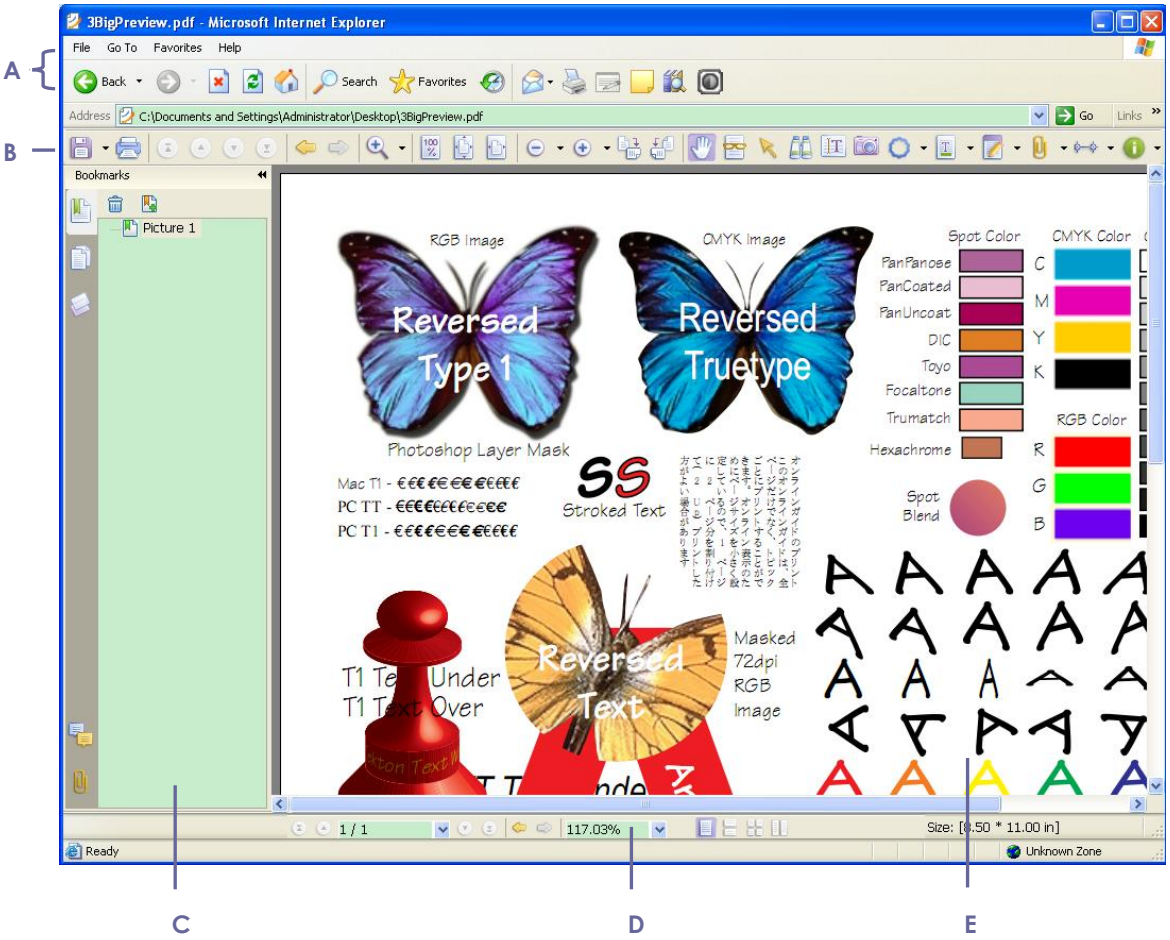


Foxit Reader window

A. *Menu bar* ***B.*** *Toolbars* ***C.*** *Navigation pane (Bookmark panel displayed)*
D. *Status bar* ***E.*** *Document pane*

The Work Area for PDFs Open in a Web Browser

- Open a web browser application.
- Select a PDF anywhere on the Internet and click the link.
- The PDF will be opened by Foxit Reader directly in the web browser.



PDF open in a web browser

A. *Web browser application menu bar and buttons* ***B.*** *Foxit Reader toolbars* ***C.*** *Navigation Pane (Bookmark panel displayed)* ***D.*** *Status bar* ***E.*** *Document pane*

Customizing the Work Area

As you get acquainted with Foxit Reader, you can set up your Reader work environment. The more you learn about its potential, the more you can take advantage of its features, tools, and options.

There is much more to the application than you see at first glance. Foxit Reader has hidden tools and preferences that can enhance your experience and give you greater control over how your work area is arranged and displayed.

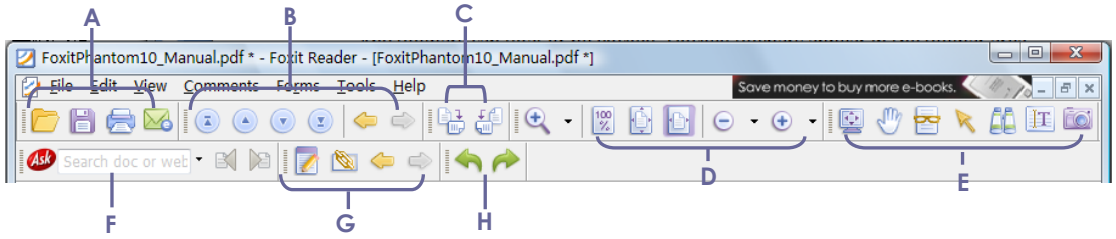
About Menu Bar

Generally speaking, it is a good idea to keep the menu bar visible so that it is available as you work. However, some users prefer to have as much space in Foxit Reader as possible. To get rid of Reader menus temporarily, you should click View > uncheck Menu Bar.

You can temporarily display the Menu Bar again by right-clicking the toolbar and checking Menu Bar.

About Toolbars

Foxit Reader enables you to change the appearance of the tools to suit your needs and working style. You can add and delete buttons on the existing toolbars so that only the commands you use most often will be displayed. To learn more about it, read the explanation below.



Toolbars open by default

A. *File toolbar* ***B.*** *Navigation toolbar* ***C.*** *Rotate toolbar* ***D.*** *Zoom toolbar* ***E.*** *Basic toolbar* ***F.*** *Find tool* ***G.*** *Favorite Tools* ***H.*** *Undo and Redo*

Any toolbars can float or be docked. Docked toolbars appear in the toolbar area. Floating toolbars appear as independent palettes that you can move anywhere in the work area.

Each toolbar has a grabber bar , which is a vertical gray stripe at the left end of the toolbar.

Note: *Foxit Reader will be opened with the selections of Select Text Tool or Typewriter if you select these tools the last time Foxit Reader was opened.*

Showing or hiding toolbars

- To hide all toolbars, choose View > Toolbars > Hide Toolbars, or press the hotkey F8 on your keyboard.
- To show all toolbars, choose View > Toolbars > Show Toolbars, or press the hotkey F8 on your keyboard.
- To open a toolbar, choose View > Toolbars > [toolbar name]. A checkmark next to the toolbar name indicates that the toolbar is displayed.
- To hide a toolbar, please do one of the following:
  A. Right-click the toolbar area or choose View >Toolbars, and uncheck the toolbar you want to hide.
  B. Drag the toolbar you want to delete by its grabber bar to the document pane, click the "Close" button at the top right corner of its title bar to hide it.
- To change the visibility of several toolbars, please go to Tools > Customize Toolbars, and then select and deselect the toolbars. A checkmark next to the toolbar name indicates that the toolbar is currently visible.

Showing or hiding Ask Search Button

- To hide the Ask Search Button, choose tools > preferences > internet search, and check the option “hide Ask.com Search Button”.
- To show the Ask Search Button, choose tools > preferences > internet search, and uncheck the option “Hide Ask.com Search Button”.

Moving toolbars

- To rearrange the docked toolbars, use the toolbar grabber bars to drag them from one position to another.
- To float a docked toolbar, drag it by its grabber bar from the toolbar area.
- To move a floating toolbar, drag it by its title bar to another location in the work area.
- To dock a floating toolbar, double-click its title bar or drag it by its title bar to the toolbar area.
- To move all floating toolbars to the toolbar area, choose View > Toolbars > Reset Toolbars.

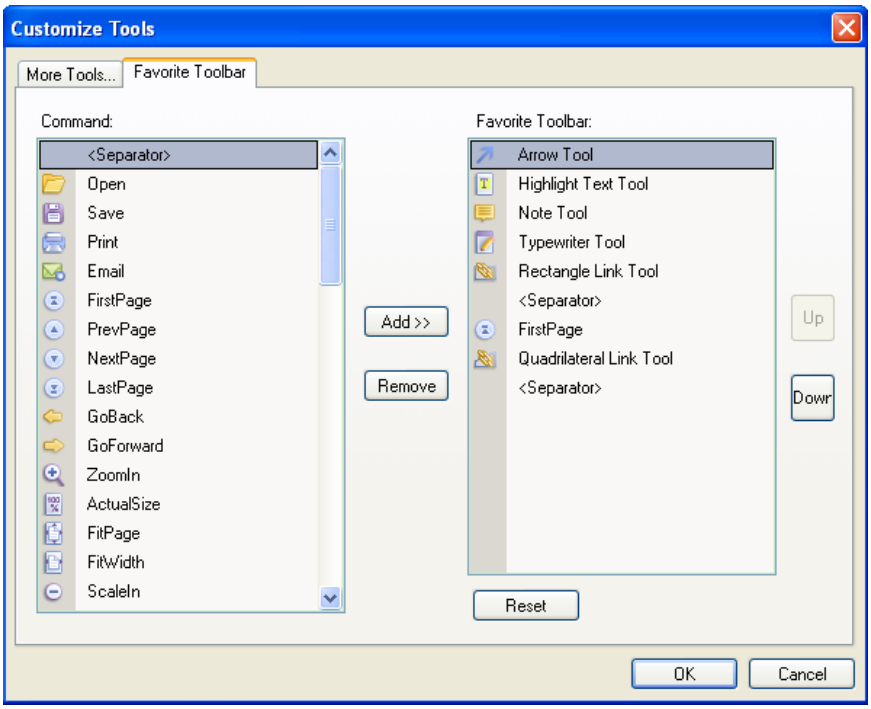
Note: *To move a toolbar, drag the grabber bar* *at the left edge of the toolbar.*

Adding your favorite toolbar

Favorite Toolbar displays all your bookmarked tools. You can add tools that will let you view and search content easily to your favorite toolbar. This is another way for you to arrange and manage all the tools.

To add your favorite toolbar, please perform the following:

- Choose Tools > Customize Toolbars, and select the "Favorite Toolbar" tab.



- Select your favorite tools or separators and add them to the Favorite Toolbar list. Click **Up** or **Down** to arrange the tool order and then click OK.
- To show your favorite toolbar, please go to View > Toolbars > select Favorite Tools, or right-click on the toolbar and then select Favorite Tools.

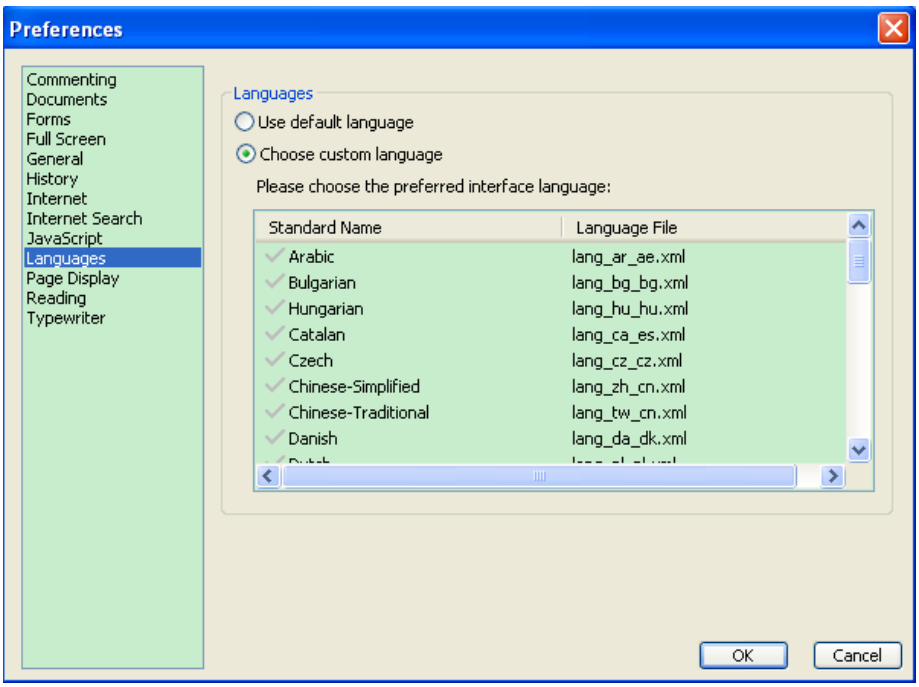
Returning toolbars to their default configuration

- Choose View > Toolbars > Reset Toolbars, or press Alt + F8.

Switching UI Languages

Foxit Reader supports dynamically UI language switch. English is the default UI language, but you can select a localized language from the Language list in Foxit Reader.

To change the UI language of Foxit Reader, please go to Tools > Preferences > select the "Languages" tab.



- Use default language – Makes English the UI language.
- Choose custom language – Selects your localized UI language from the list.

When switching UI language, you may meet one of the following cases:

- If the UI language package exists on your computer, the UI will be switched in a flash into the language you selected.
- If you don't have the UI language package on your computer but available on Foxit server, a prompt message will pop up asking you whether or not to download the language kits.
- If the UI language package is unavailable on Foxit server, a prompt message will pop up giving you a notice that you can get the UI language package on our website. In addition, you can also help us to do some translation so that we can localize Foxit Reader into your own language. To visit our multi-language translation system, please click here.

About Navigation Pane

The navigation pane, located next to the document pane, can display different navigation panels, including Layer panel, Attachments panel, Pages panel, Comments panel, and Bookmarks panel. Please note that the navigation pane is unavailable when Foxit is open but empty (no PDF is open).

The buttons on the left side of the navigation pane provides easy access to various panels, such as the Bookmarks panel button , the Pages panel button , and the Layers panel .

- To show the navigation pane, choose View > Navigation Panels > Show Navigation Panels, or use keyboard shortcut F4.
- To open a navigation panel, you can either click its button on the left side of the navigation pane, or choose View > Navigation Panels > [navigation panel name].
- To close the navigation pane, choose View > Navigation Panels > Show Navigation Panels, or use keyboard shortcut F4, or click the button for the currently open panel in the navigation pane.

Tip: *To show or hide the navigation pane, you can also click on the* *button at the top right corner of the navigation pane.*

Adjusting the navigation pane

Like the toolbars, the navigation panels can be docked in the navigation pane or they can float anywhere in the work area of Foxit Reader. You can choose to hide or close the panels that you don't need and open the ones you do. What's more, you can also adjust the width of the navigation pane easily.

1. Viewing a panel in the navigation pane
By default, all the panels dock in the navigation pane with a set of panel buttons appearing on the left side of the work area.

Do one of the following:

- Select the button for the panel on the left side of the navigation pane.
- Choose View > Navigation Panels > [panel name].

2. Changing the display area for navigation pane
- To change the view area of the navigation pane, drag its right border to adjust the width.
- To minimize or maximize the navigation pane, click on the button at the top right corner of the navigation pane.

3. Docking or floating a navigation panel
- To float a navigation panel, drag the panel button into the document pane.
- To move a panel, drag it by its panel button to another location.
- To dock a floating panel, double-click its title bar.

- To group two floating panels, drag the title bar of one panel into the other floating panel.
- To dock multiple floating panels, choose View > Navigation Panels > Dock All Panels.

Setting preferences

Although Foxit Reader is customizable, some of the customizable features may be difficult to find. After reading this section, you will find out how useful having your own preferences can be, and how simple it is to set up your own preferences.

To set preferences in Foxit Reader, please choose Tools > Preferences…

Setting Commenting preference

Pop-up Opacity: sets the opacity of popup notes for annotation tools.

Setting document layout and colors

The Document Layout and Colors of the Preferences dialog provides 3 ways to browse PDF documents, and different color schemes to replace document colors. Automatically, Foxit Reader uses the color settings of the PDF document.

- Documents Layout
  A. Tabbed documents: Opens multiple PDFs in one instance of Foxit Reader.
  B. Allow Multiple Instances: Creates a new Foxit Reader window when double-clicking to open a PDF file.
  C. Show prompt message before closing all tabs: When you close a window with multiple tabs, Foxit Reader will ask you to confirm your choice. This prevents you from accidentally closing the whole window when you intended to only close the current tab. Uncheck this option preference to disable this message and have Foxit Reader automatically close the window.

- Document Colors Options
  A. Replace Document Colors: Select to activate other options to change the document colors.
  B. Use Windows Color Scheme: Sets document colors according to the color scheme of your Windows preferences.
  C. Custom Color: Changes the color of Page Background and Document

Text.

D. Change Only the Color of Black/White Content: Changes only the Black/White text and leaves the colored text unchanged.

- Measurement Units –Sets unit of page dimensions given in the status bar and print dialog box.

Setting form display preferences

The form tab enables you to set the preferences of the interactive form display.

- Always hide document message bar: You can decide whether to show or hide the document message bar that appears below the toolbar area when opening an interactive PDF form.
- Use initial highlight mode form fields when opening document: Select to highlight required form fields with default yellow background.
- Highlight all fields: You can either check Highlight all fields or choose to highlight the specific fields to your needs. This option classifies all the fields into Combo Box, List Box, Radio Button, Check Box, Push Button and Text Field.
- Change highlight colors: Click the color panes next to the field names to choose any color you like.
- Opacity: Adjust the opacity of the fields highlighted.
- Set highlight layer:
  A. At default position: the highlight layer is set to stack below the text input by default.
  B. Below field: the highlight layer is stacked below the text input.
  C. Above field: the highlight layer is stacked on top of the text input.

Setting full screen preferences

- Full Screen Navigation
  A. Select to show Scroll bar, Bookmark, Status bar or Menu bar in Full Screen mode.
  B. Show Exit Button – check or uncheck this option to show or hide Exit Button in Full Screen mode.
  C. One page at a time – displays a single page at a time in Full Screen mode.
  D. Left click to go forward one page; right click to go back one page -- lets you page through a PDF document by clicking the mouse. You can also page through a document by pressing Space, Shift + Space, or the arrow keys.

- Full Screen Appearance

Background – click the color pane and choose the color you like to be the background color in Full Screen mode.

Setting general preferences

The General Preferences setting provides options on Toolbar Settings, Snapshot Selection, Printer, Text Link, Tab Bar, etc.

- Basic Tools

  A. Use Fixed Resolution for Snapshots -- sets the resolution used to copy the image captured with the Snapshot tool. Automatically uses 72 pixels as default resolution.
  B. Create links from URLs -- detect the text links in PDF documents and change the non-clickable links into clickable ones.
  C. Minimize to system tray -- You can save space on your task bar by minimizing the Foxit Reader to system tray. Check it to minimize Foxit Reader to system tray when you click the Minimize button.
  D. Screen word-capturing – Check it to turn on this function that enable you to use your mouse to capture words inside a PDF file and have it translated if you are using dictionary software.

- Printer

  Print Texts as Graphics (Ignore Font Substitution) – sets the text font as graphics and printout fonts are exactly the same as the text fonts. Automatically allows quick print where Printer Font is substituted.

- Tab Bar

  A. Always show close button – permanently shows close button on every tab. If deselecting this option, the close button will only appear on the current tab.
  B. Max tab size – allows you to specify a maximum tab size.

Setting history preferences

- History

A. Restore last view settings when reopening: determines whether documents open automatically to the last viewed page within a work session.
B. Maximum number of documents in history list: sets the maximum number of PDF documents you read in history list. The default is 50 PDF

documents.

C. Maximum number of documents in recently used list: sets the maximum number of PDF documents you read recently in "File" pull-down menu. The default is 4 PDF documents.

Note: Foxit Reader 4.1 allows users to set "maximum number of documents in history list" and "maximum number of documents in recently used list" to 0.

- Navigation Panel
  Restore last used panel state when reopening - determines whether or not to save the last panel status and open PDFs with the remembered layout.

Setting Internet preference

- Show file download dialog

If you do not want PDF documents opened in your web browser directly, please check this option so that a message box will pop up to give you options to open or download the PDF file when clicking a PDF link.

- Display PDF in Browser

Select if opening PDF files in your web browser or Foxit Reader.

Setting Internet search preferences

- Hide Internet search pop-up bar

Select to hide the Internet search pop-up bar appears at the top right corner of the selected text when you are selecting text.

- Disable quick search

Select to disable the quick search function. In which case, drag the selected text will not perform a search on the Internet.

Setting JavaScript preference

Enable JavaScript Actions: enables any actions in a PDF that uses JavaScript.

Setting UI language

Please refer to "Switching UI Languages".

Setting page display preferences

The Page Display panel of the Preferences dialog box includes the following options:

- Page Display

  A. Default Page Layout: you can use the following page layouts when viewing PDF documents:
     a) Single Page -- Displays one page at a time, with no portion on other pages visible.
     b) Continuous -- Displays pages in a continuous vertical column that is one page wide.
     c) Facing -- Displays each two-page spread with no portion of other pages visible.
     d) Continuous Facing -- Displays facing pages side by side in a continuous vertical column.

  See also
  "Changing the page layout".

  B. Display Transparency Grid: displays a grid behind transparent objects.
  C. Custom Facing: the Default Facing for page layout is 2 pages. You can check the Custom Facing box and set the facing layout to your own preference.
  D. Custom Margin: sets the margins between different pages with Facing or Continuous Facing page layout. The default is a margin of 8 pixels.
  E. Display Texts Optimized for LCD Screen: optimally adjusts text display that best suits your monitor.

- Magnification

  Default Zoom: sets the magnification level for PDF documents when they are first opened. This value overrides document settings. The default uses the settings of the PDF document.

  See also
  "Changing the magnification level of a document".

Setting reading preferences

- Page Vs Document: This preference determines how much of a document is delivered to a screen reader at a time. If a PDF isn't tagged, Foxit Reader may analyze the document and attempt to infer its structure, which can

take a long time for a long document. You may want to set Foxit Reader to deliver only the currently visible page so that it analyzes only a small piece of the document at a time. This consideration will vary depending on the size and complexity of the document and on the features of the screen reader.

A. Only read the currently visible pages - This option is usually best when using a screen magnifier. It improves performance by eliminating the need for the software to process parts of the document that aren't visible. When Foxit Reader sends only the currently visible pages of a PDF to the memory buffer, the assistive technology has access to those pages only. It cannot go to another page until the next page is visible and Foxit Reader has sent the page information to the memory buffer. Therefore, if this option is selected, you must use the navigation features of Foxit Reader, not those of the assistive technology, to navigate from page to page in the document. You should also set the Default Page Display option in preferences to Single Page if you choose to have Reader send only the currently visible pages to the assistive technology. For instructions on setting the default page display to Singe Page, see "Setting page display preferences".
B. Read the entire document - This option can be best if you use a screen reader that has its own navigation and search tools and that is more familiar to you than the tools in Foxit Reader.
C. For large documents, only read the currently visible pages - This option is selected by default and is usually best if you use a screen reader with long or complex PDFs. It allows Foxit Reader to deliver an entire small document but revert to page-by-page delivery for large documents.

- Minimum number of pages in a large document – When the "For large documents, only read the currently visible pages" option is selected, it allows you to set this minimum value.

Setting typewriter preferences

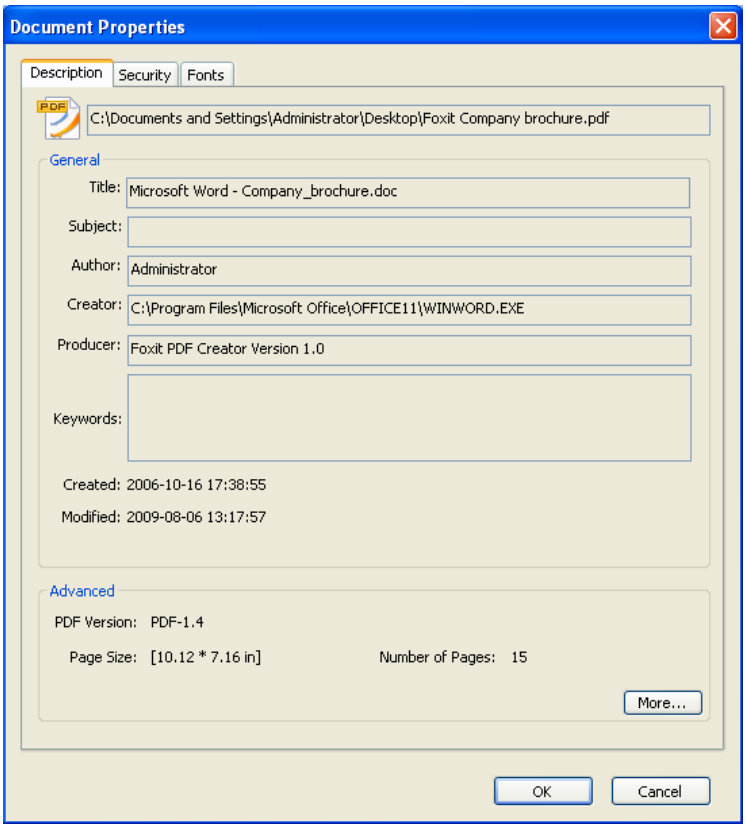
This option allows you to customize your own Textbox and Callout tool.

- Text box – Input the width and height values to customize textbox. The default value is 100 wide and 20 high.
- Callout – Input the width, height and length values to customize callout tool. The default value is 100 wide, 100 high. The default length 1 is 60, length 2 is 20.

Viewing PDF Properties

The Properties dialog box provides information about the document, including the document's location, title, subject, author, fonts used, security settings, etc. This dialog box also displays attributes set by other programs.

To view the PDF properties, please choose File > Properties. You can acquire all relevant information as follows:



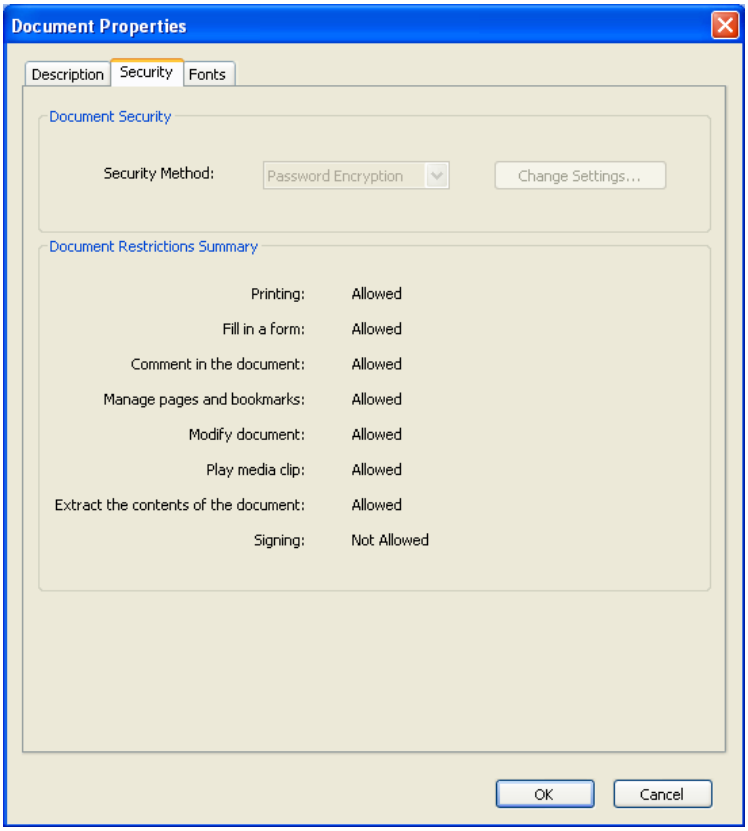
Description tab of the Document Properties dialog box

Description

This tab shows some basic information about the document. The title, author, subject, and keywords may have been set by the person who created the document in the source application.

- Title -- A general or descriptive heading of the document.
- Subject -- The principal idea and point of the document.
- Author -- The writer of the document.
- Creator -- The application that produced the original document.

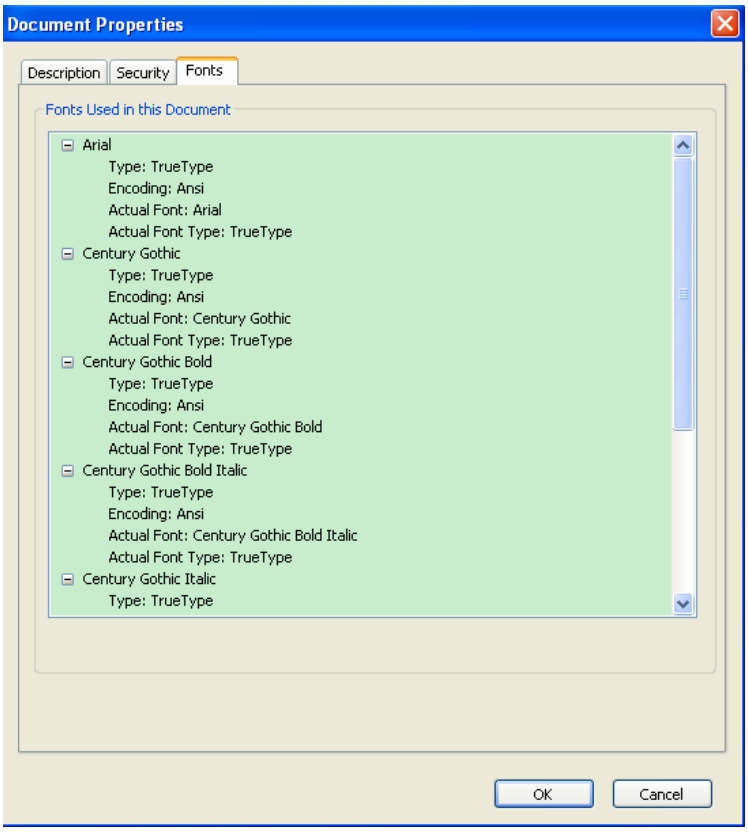
- Producer -- The application or driver that converted the original document into a PDF document.
- Keywords -- The words that are used to reveal the internal structure of an author's reasoning.
- Created -- The date and time the document was created.
- Modified -- The date and time the document was last modified.
- Advanced -- This area shows the PDF version, the page size, number of pages.



Security tab of the Document Properties dialog box

Security

The Security tab describes what changes and functionality area allowed within the PDF. If a password, certificate, or security policy has been applied to the document, the method is listed here. Changing security setting is not allowed in Foxit Reader.



Fonts tab of the Document Properties dialog box

Fonts

The Fonts tab lists the fonts and the font types used in the original document, as well as the encoding used to display the original fonts.

Uninstalling Foxit Reader

How to Uninstall?

If you have installed "FoxitReader41.zip" file in your computer, it will be quite simple to uninstall. Just find the folder you placed the Foxit Reader.EXE application file, and delete it.

If you have installed the EXE file or MSI file Format, please do one of the following:

- Click Start > Programs > Foxit Reader > Uninstall.
- Click Start > Settings > Control Panel > Add or Remove Program and select

Foxit Reader to uninstall.

- Double click the file uninstall.exe under Foxit Reader installation directory Drive name:\...\Foxit Software\Foxit Reader\.

Chapter 3 – Viewing PDFs

Once the Foxit Reader is properly installed, you can open and view PDF files easily. When you have a PDF open, you can also adjust the view of the document, find text in it, email to others, etc.

Opening Documents

You can open and view PDFs in Foxit Reader from the desktop, or in a web browser.

Opening a PDF document in Foxit Reader

Start in the Welcome to Foxit Reader window

When you start Foxit Reader, a Welcome to Foxit Reader 4.1 window opens by default. Opening a PDF file will automatically close the Welcome to Foxit Reader 4.1 window.

To start a task from this window, simply select a task button to initiate a task.

Opening a PDF document in Foxit Reader

Do one of the following:

- Choose File > Open, or click the Open button on File Toolbar. In the Open dialog box, select the file name, and click Open. PDF documents are usually identified with .pdf extension.

- Drag and drop the PDF file into the Foxit Reader window.

Note: *You can open more than one PDF document within the same Foxit Reader application. When you open more than one file at a time, you can navigate the PDF files easily by clicking the corresponding tabs.*

Opening a PDF document from desktop or within other applications

If you set Foxit Reader as your default viewer for PDF files, you are able to launch and open PDF files in the following applications:

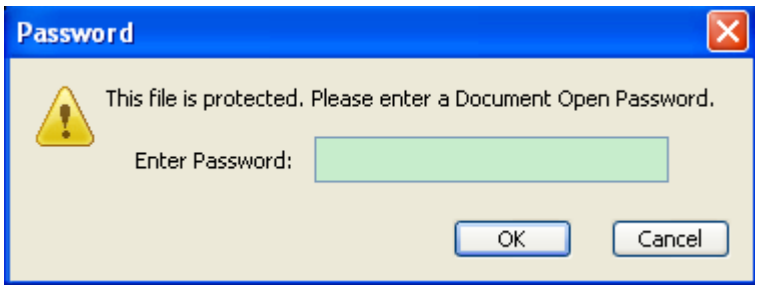
- Email Application: in most email applications, you can double-click the attachment icon to open the document.
- Web Application: you can open a PDF document by clicking on the PDF file link in your web browser.
- File System: double-click the PDF file icon in your file system.

Note: *You can see the size of the opened document at the bottom right corner of the window. For example* Size: [8.27 * 11.69 in] . To sets unit of page dimensions, please refer to "Measurement Units".

Opening a secured PDF document

If you receive a PDF that is protected by security features, you may need a password to open the document. Some protected documents have other restrictions that prevent you from printing, editing, copying, etc.

- When opening a protected PDF, you will be prompted to enter the password.



- When trying to copy or edit a secured PDF, you will find that the related functions or tools are disabled and grayed out.

Retrieving recently opened documents from within Foxit Reader

In "File" pull-down menu, you will be able to instantly retrieve recently opened documents. Foxit Reader provides a list of recently opened PDF documents. Choose File > a previously opened PDF.

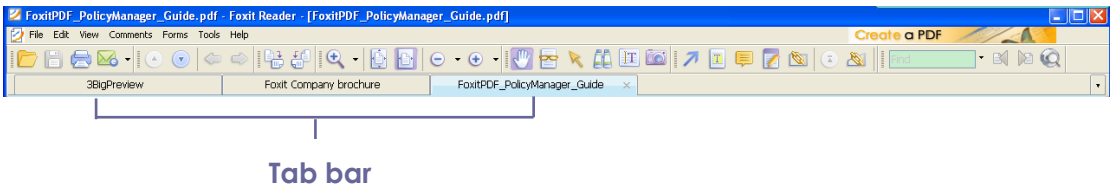
Note: *To customize the number of document in recently used list, please refer to "Setting history preferences".*

Viewing Documents

Foxit Reader provides three different ways for you to read PDF files: multi-tab browsing, single document interface mode, and multiple document interface mode.

Multi-Tab Browsing

The multi-tab browsing feature enables you to open multiple files in a single instance. If you already have a PDF open and then double-click another pdf file, it willl be opened in the same window.



- To enable tabbed browsing, please go to Tools > Preferences > Documents > Documents Layout > check the option of "Tabbed documents".
- To disable tabbed browsing, please go to Tools > Preferences > Documents > Documents Layout > uncheck the option of "Tabbed documents".

Opening a new tab

To open a new tab, you can double-click a PDF file, select File > Open, or click the Open button on the toolbar.

Closing a tab

To close the current tab, you can do one of the following:

- Click the Close Tab button × at the top right corner of the Tab Bar.

- Double-click on the Tab Bar.
- Click the middle button of the mouse on the Tab Bar.
- Right-click on a tab and choose Close Tab/Close Others/Close Left/Close Right.
- Select File > Close.

To close all tabs at the same time, click the Close button at the top right corner of Foxit Reader window, right-click on a tab and choose Close All, or select File > Exit.

Single document interface mode

The single document interface mode enables you to open multiple instances of Foxit Reader. Foxit Reader will create a new window when you double-click to open a new PDF file, which is very useful for viewing different files side by side.

- To enable single document interface mode, please go to Tools > Preferences > Documents > Documents Layout > check the option of "Allow Multiple Instances".
- To disable single document interface mode, please go to Tools > Preferences > Documents > Documents Layout > uncheck the option of "Allow Multiple Instances".

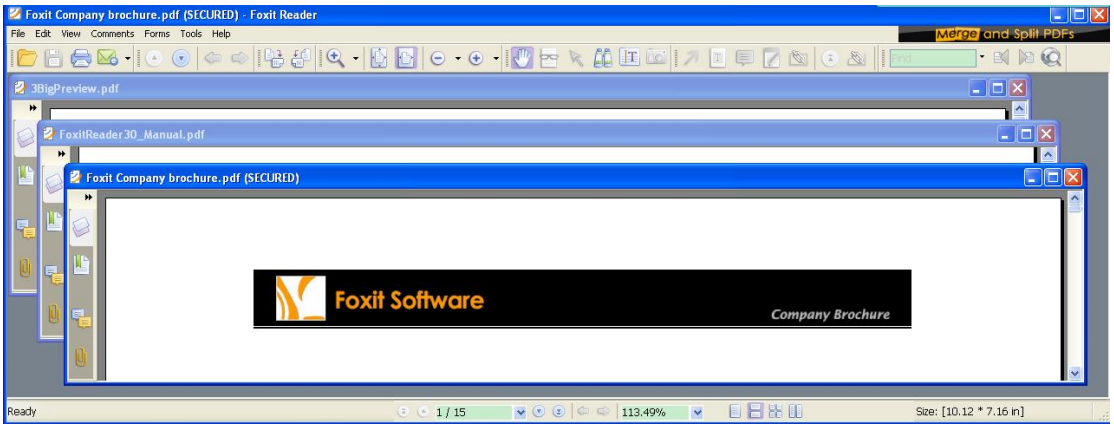
Multiple document interface mode

The multiple document interface mode sets multiple documents under a single parent window, as opposed to all windows being separated from each other (single document interface). In order to view a list of windows open in Foxit Reader, the user typically has to click on the Restore Down button at the top right corner of the Reader window.

- To enable multiple document interface mode, please go to Tools > Preferences > Documents > Documents Layout > uncheck the options of "Tabbed documents" and "Allow Multiple Instances".
- To disable single document interface mode, please go to Tools > Preferences > Documents > Documents Layout > either check the option of "Tabbed documents" or "Allow Multiple Instances".

Arranging child windows

When you have more than two PDF files open, you may want to arrange these documents on the screen. You can click on the Restore Down button at the top right corner of the Reader window to view a list of the PDFs.



Closing windows

- To close the current PDF file, click the Close button of the current window.
- To close all PDF files, click the Close button at the top right corner of Foxit Reader window.

Navigating in Documents

Foxit Reader provides user-friendly controls to navigate through PDF documents. You can navigate in PDF documents by paging through or by using navigational tools.

Scrolling through documents

1. Navigating around documents

Do one of the following:

- Using mouse actions or keystrokes
  Scroll the mouse wheel or press the Down or Up Arrows on the keyboard to navigate around the documents.
- Scroll automatically

Automatic scrolling allows users to view documents without using mouse actions or keystrokes. Foxit Reader also enables you to change the scrolling speed with ease.

A. Choose "View" > "AutoScroll".

B. Do one of the following:

- To increase or decrease the scrolling speed, press the Up Arrow or Down Arrow key, depending on the direction of scrolling.
- To reverse the direction of scrolling, press the minus sign (-) key.
- To jump to the next or previous page, press the Space Bar or Shift + Space Bar.

To stop automatic scrolling, choose View > AutoScroll again.

Tip 1: *To perform auto-scrolling, you can also click the Hand Tool* *, hold the middle mouse button/wheel mouse button down, and then move the mouse to scroll the pages.*

Tip 2: *To go back to Hand Tool* *mode, just press and hold the space key.*

2. Going to the next or previous page

Do one of the following:

- Choose View > Go To > Previous Page or Next Page on Menu Bar.
- Click the Previous Page icon or the Next Page icon on Toolbar or Status Bar.
- Put the cursor in the Document Pane, press the Page Up or Page Down keys to turn the pages.
- Put the cursor in the Document Pane, press the Left or Right Arrows on the keyboard to move the pages up or down.
- Press Space to scroll the page down or press Shift + Space to scroll the page up.

3. Going to the first or last page

Do one of the following:

- Choose View > Go To > First Page or Last Page on Menu Bar.
- Click the First Page icon or the Last Page icon on Toolbar or

Status Bar.

- Press the Home or End keys.

4. Going to a specific page

Do one of the following:

- Choose View > Go To > Pages… > input the specific page number > OK.
- Input or select the specific page number on the Current Page Number Box

on the Status Bar, and press Enter.

Note: If the opened PDF document contains logical page numbers, Foxit Reader supports displaying the logical page numbers on the Current Page Number Box.

5. Retracing your steps

To go back or forward one page, click the Previous View button or Next View button on the Toolbar or Status Bar.

Navigating with bookmarks

Bookmark displays the list of bookmarks that the document contains. Generally speaking, it is a visual table of contents that represents the chapters, main headings, and other organizational elements in a document.

1. To show or hide bookmarks, do one of the following:

- Choose View > Navigation Panels > Bookmarks.
- Click the Bookmark button on the Navigation pane.
- Click the button at the top right corner of the Navigation pane to minimize or maximize bookmarks.

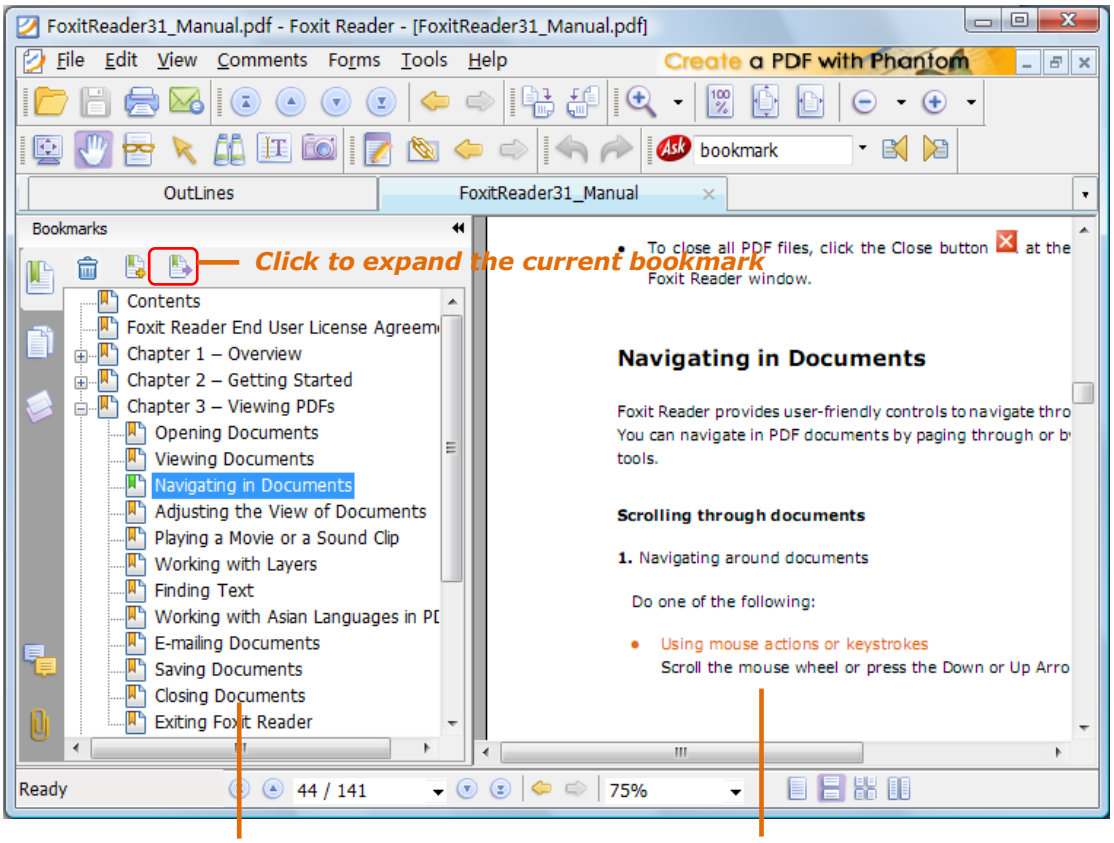
2. To jump to a topic, click the bookmark or right-click the bookmark and then choose "Go to Bookmark". Click the plus (+) or minus (-) sign to expand or collapse the bookmark contents.

Tip: When you navigate through the PDF document, the highlighted bookmark item will automatically be kept in sync with the current page being displayed.

3. To expand the current bookmark

To select the bookmark for the displayed page of the PDF document, click the Expand the Current Bookmark button at the top of the Bookmarks panel.

If the bookmark was hidden in a collapsed parent bookmark, the parent bookmark will be opened, and the corresponding bookmark which is nearest to the current page's location will be highlighted, so that users can see the selected bookmark and locate the related item on the current page.



Navigating with page thumbnails

Page thumbnails are reduced-size versions of PDF pages. It provides miniature previews of document pages and makes it easier to view and recognize them. The red box in the page thumbnail indicates which area of the page appears.

1. To show or hide page thumbnails, do one of the following:

- Choose View > Navigation Panels > Pages.

- Click the Bookmark button on the Navigation pane.
- Click the button at the top right corner of the Navigation pane to minimize or maximize Pages panel.

2. To navigate with page thumbnails, do one of the following:

- To jump to another page, click its thumbnail.
- To move to another location of the current page, drag and move the red box in its thumbnail.
- To resize the visible area of the current page, drag the resize handle on the bottom right corner of the red box.
- To resize page thumbnails, right-click on a thumbnail, and then choose "Enlarge Page Thumbnails" or "Reduce Page Thumbnails".

1. To add an action to a page thumbnails, please refer to "Adding an action to a bookmark".

2. Ctrl + click or Shift + click to select multiple page thumbnails at one time.

Navigating with links

Links take you to another location in the current document, or to locations in other documents or websites. Clicking a link on PDF documents is just the same as in other applications. You can follow a link by doing the following:

- Select the Hand tool on Basic Toolbar.
- Position the pointer over the link until the pointer changes to the hand with a pointing finger .

Adjusting the View of Documents

Foxit Reader provides multiple tools that help you adjust the view of your PDF documents. It includes simple tools such as Zoom In and Zoom Out, as well as more advanced tools like setting the page layout and orientation. As for some settings, please refer to "Setting Preferences".

Changing the orientation of a document

You can change the orientation of the document from portrait to landscape view

by using the Rotate tools.

- Choose View > Rotate View > Clockwise or Counterclockwise.
- Click the Rotate Clockwise button or Rotate Counterclockwise button on Rotate View Toolbar.

Note: *You can change the page view in 90-degree increments, but the change only affects screen display instead of its actual orientation. You cannot save the changes in page view.*

Changing the magnification level of a document

Do one of the following procedures:

1. Click the Zoom In or Zoom Out tools on the Toolbar or Tools > Zoom Out/In Tool on Menu Bar.

Note: *If you click on a page, then the tool will zoom in/out on the page, trying to keep the clicked point as the center of the window. If you drag a rectangle on the page and then release the mouse, then the tool will zoom in/out on the page, trying to keep the rectangle as the center of the window. If you press the Ctrl key while scrolling the mouse wheel, then the tool will zoom in/out on the page based on the scrolling direction.*

2. Click the Zoom Out button or the Zoom In button on the Zoom Toolbar or View > Zoom > Zoom Out or Zoom In on Menu Bar. Also, you may select a magnification percentage from these two icons.

3. Select or input a magnification percentage in the Magnification Percentage Area on the Status Bar.

4. Go to View > Zoom > Zoom To on Menu Bar, choose or input a magnification percentage, and then click OK.

5. Right-click the Document Pane > Zoom In or Zoom Out.

6. Using the Loupe Tool

- Choose the Loupe Tool on the Toolbar or by clicking Tools > Zoom

Tools > Loupe Tool.

- Move the loupe tool to the places you want to view, you will see the amplificatory or decreased objects in the Loupe Tool dialog box.
- (Optional) Select the Lock option in the Loupe Tool dialog box. Click the area of the document you want to view in closer detail. A red rectangle appears in the document, corresponding to the area shown in the Loupe Tool window. You can drag or resize the rectangle to change the Loupe tool view.
- To change the scale ratio of the Loupe Tool, you can either enter a value in the zoom text box, or drag the slider in the Loupe Tool dialog box.

7. Using the Magnifier

You can easily magnify areas of the PDF files as you work on Foxit Reader with this free tool. It is especially useful for visually impaired people with some functional vision.

Magnifier

Fisheye Magnifier

- Choose the Magnifier on the Toolbar or by clicking Tools > Zoom Tools > Magnifier.
- Move the Magnifier to the places you want to view.
- To switch between Magnifier and Fisheye Magnifier, press the left mouse button.
- To change the size of magnifier window, press the right mouse button.
- To turn off the Magnifier, choose any other tools.

Resizing a page to fit the window

There are three types for you to choose:

- To resize the page to fit entirely in the document pane, choose View > Zoom > Fit Page, or click Fit Page button on Toolbar, or right-click the

Document Pane and choose Fit Page.

- To resize the page to fit the width of the window, choose View > Zoom > Fit Width, or click the Fit Width button on Toolbar, or right-click the Document Pane and choose Fit Width. Part of the page may be out of view.
- To resize the page to its actual size, choose View > Zoom > Actual Size, or click the Actual Size button on Toolbar, or right-click the Document Pane and choose Actual Size.

Changing the page layout

Changing page layout is especially useful when you want to zoom out to get an overview of the document layout. Foxit Reader provides the following page layouts:

- Single Page – Displays one page in the document pane at a time.
- Continuous – Arranges the pages in the document pane in a continuous vertical column.
- Facing – Arranges the pages side by side, displaying only two pages at a time.
- Continuous Facing – Arranges the pages side by side in a continuous vertical column.
- Show Cover Page During Facing

  If a document has more than two pages, the first page can be displayed alone on the right side of the document pane in Facing and Continuous Facing views.

  To display the cover page as the first page on the right followed by two facing pages, please choose the Facing or Continuous Facing mode, and then select View > Page Display > Show Cover Page During Facing.

To set page layout, please do one of the following:

- Choose View > Page Display, and choose one of the mode to your needs.
- Click the Single Page button , the Continuous button , the Continuous Facing button , or the Facing button on the Status Bar.

Reading a document in Full Screen mode

In Full Screen mode, Foxit Reader Document Pane fills the entire screen, with Menu Bar, Toolbar, Status bar, and Bookmarks pane hidden behind. The mouse pointer remains active in Full Screen mode so that you can click links.

1. To set Full Screen preferences, please refer to "Setting full screen preferences" .

2. To enter Full Screen mode, please do one of the following:

- Choose View > Full Screen.
- Click the Full Screen button on Toolbar.
- Press the shortcut key F11.
- Right-click the Document Pane and select Full Screen.

3. To adjust the view in Full Screen mode, right-click the document and work with the Context Menu.

Note: *This feature will not be available unless you clear* ***Left click to go forward one page; right click to go back one page*** *check box in the Preference dialog.*

4. To exit Full Screen mode:

- Press Esc key or
- Click the Exit Full Screen button on the screen.

Reading a document in Reverse View

To read documents in a backward order, please do one of the following:

- Choose View > Reverse View.
- Right-click the Document Pane > select Reverse View.

Playing a Movie or a Sound Clip

PDF has extended itself to the richness of multimedia support and playing capabilities. Some PDF files may be multifaceted with multimedia, including sound, music and video clips. Each movie and sound file usually includes a play area from which the media can be activated. The play area typically appears on the PDF page as an image or a blank rectangle, but can also be invisible. To play

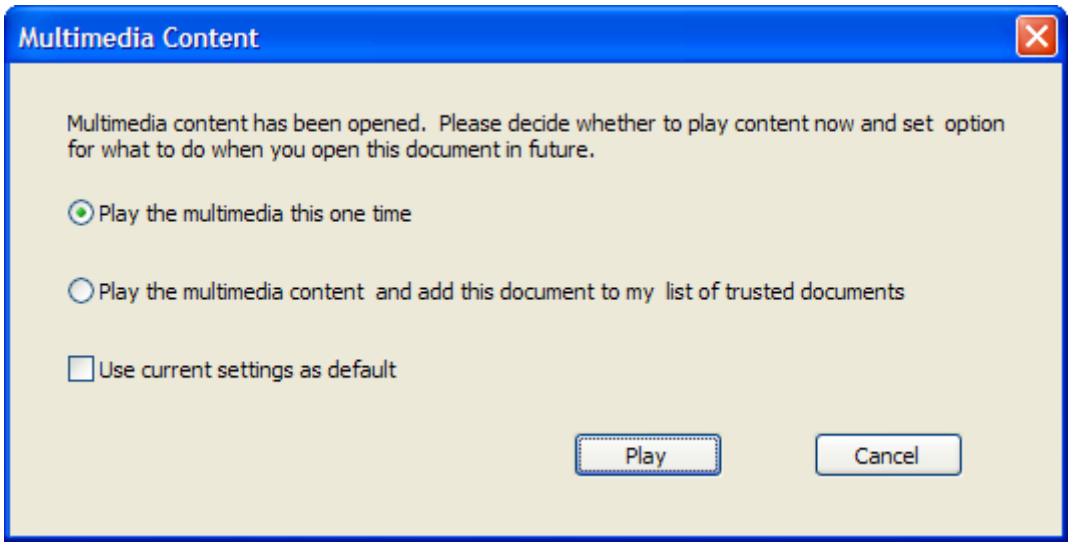
the media files, please make sure you have the necessary media player installed on your computer.

To play a movie or a sound, please do the following:

- Select the Hand tool , and click the play area of the movie or sound file. When the pointer is positioned over the play area, it changes to the play mode icon.

Note: *To protect your computer from viruses, Foxit Reader pops up a dialog box soliciting your approval before playing multimedia files. To change the default behavior, you can set other options in the pop-up dialog box.*

- In the Multimedia Content dialog box, select one of the options listed below:



Play the multimedia this one time – plays the multimedia content. The dialog box will keep popping up when you try to open this multimedia file.

Play the multimedia content and add this document to my list of trusted documents -- plays the multimedia content. It will be opened automatically next time without asking you for permission.

Use current settings as default – apply this setting to all media contents in this PDF file and save the current option setting as default.

Working with Layers

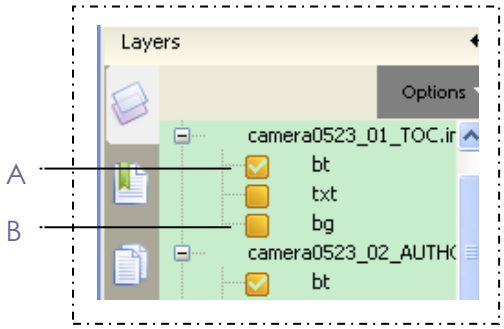
About PDF layers

A layer or as it is more formally known Optional Content Groups (OCG) is a dictionary representing a collection of graphics that can be made visible or invisible dynamically by users of viewer applications. In a PDF file, each layer may hold any portion of the document's objects, and layers may be made visible or invisible, showing or hiding their contained objects, in any combination.

With Foxit Reader, you can control the display of PDF layers with the Layer panel. For example, you may divide background imagery, main content areas, and advertisements amongst their own top-level layers, and easily hide the layers that you don't want others to view.

Show or hide PDF layers

In a PDF, information can be stored on different layers. To show or hide related content stored in a variable number of separate layers, you can simply refer to the Layer panel on the left side of the work area. Please note that you cannot create or edit layers in Foxit Reader; however, you can view layers and choose to show or hide the content associated with each layer.



Layer Panel

A. *A checkmark indicates a displayed layer* **B.** *Hidden layer*

1. Open the Layer panel, and then do one of the following:

- To hide a layer, uncheck the layer.
- To show a hidden layer, click the empty box and a checkmark will appear.

2. From the Option menu at the top right corner of the Layer panel, choose one of the following:

- List Layers for All Pages - Shows every layer across every page of the document.
- List Layers for Visible Pages - Shows layers only on the currently visible pages.

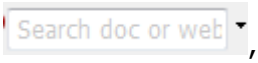
- Reset to Initial Visibility - Resets layers to their default state.
- Expand All – Expands all layers.
- Collapse All - Collapses all of the currently layers in the view.

Finding Text

Foxit Reader provides handy tools to find text. You can not only search text in a PDFs, folders, or disks, but also on the internet. Also, you can limit your search by choosing the options offered on the Find Text dialog box to find specific items.

Finding text in the current PDF

To find text you are looking for, follow the steps below:

- Choose Tools > Find Text… or
- Type the text in the Find What field.
- Click the drop-down button next to Find box 

, and select the search options to limit your search:
  A. Whole words only -- limits the search to match only whole words. For example, if you search for the word *Read*, the word *Reader* will not be found.
  B. Case-Sensitive -- makes the search case-sensitive. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.
- Press the Find Next button , Find Previous button , or Enter.

  Foxit Reader jumps to the first instance of the search term, which appears highlighted.
- Press Enter repeatedly or Tools > Find Next, or Find Next shortcut key F3 to continue searching the next instances of the search term.

Doing advanced search

The search function enables you to search a string either in a single PDF file or in multiple PDF files under a specified folder. When the search finishes, all occurrences will be listed in a tree view, allowing you to quickly preview the contexts and jump to specific locations.

1. Searching text

To search text you are looking for, follow the steps below:

- Click the Search button on toolbar, or select Open Full Foxit Search from the Find drop-down menu.
- In the Search Window, type the text you want to search for, and do any of the following:

  A. To search the text in the current PDF document, select "In the current PDF document".
  B. To search the text in all PDF documents in specific files or disk, select "All PDF Documents in" > choose one of the disks or User-selected search paths.
  C. To limit the search to match only whole words, check whole words only. For example, if you search for the word *Read*, the word *Reader* will not be found.
  D. To make the search case-sensitive, check Case-Sensitive. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.

- Click Search button.
- The results appear in the page order. Each item listed includes a few words of context and an icon that indicates the type of occurrence. If necessary, click the plus sign (+) to expand the search results. Then select an instance in the results to view that instance in the PDF.
- (Optional) Click the New Search button to start a new search task.

2. Moving and resizing search box

The advanced search box can float or be docked. You can also resize the box with ease.

- To float the docked search box, please drag it by its title bar to another location in the work area.
- To move the floating search box, drag it by its title bar to another location in the work area.
- To resize the floating search box, drag any corner point to adjust.
- To dock the floating search box, double-click the title bar or drag it by the title bar to its original location.

Performing a search on the Internet

Foxit Reader supports internet keyword search. You can select the text and then click the pop-up search icon or press and drag the mouse directly to search for the related information on the internet.

To perform a search on the Internet, please do one of the following:

- Using the Find Tool. Type the text in the Find What field, and then click the Internet Search button next to the Find What field.
- Using the Advanced Search Tool. Type the text in the Find What field, and then select "In the Internet" option and click Search.
- Using the pop-up search icon. Select the text that you want to search with the Select Text Tool . A search icon appears right next to the selected text. Click on the search icon to perform a search on the Internet.
- Using the Quick Search function. Select the text that you want to search with the Select Text Tool , and drag the mouse directly to search for the related information on the internet.

Note: *To change the Internet search settings, please click on the Setting icon* *appearing next to the search icon when you select the text with the Select Text Tool* *. For the details on how to change the settings, please go to* "Setting Internet search preferences".

Working with Asian Languages in PDFs

If you try to open PDF files for which the correct language font kits have not been installed on your computer, you will automatically be prompted by Foxit Reader to download and install the required language font kits. As soon as you have the correct font kits installed on your computer, Foxit Reader lets you view, search, and print PDF documents with Asian (Traditional and Simplified Chinese, Japanese, and Korean) language text.

Note: *To open language specific PDF files with Foxit Reader, Non-English Language Font Kits must be installed under the same directory that Foxit Reader application file FoxitReader.exe resides.*

E-mailing Documents

E-mailing documents is a useful feature. You may need to send a PDF file you are reading to the customers to speed up your daily work, or an interesting story that you want to recommend to your friends.

To e-mail a PDF file, please do the following:

- Choose File > Email… or click the Email button on the Toolbar.
- System default e-mail application runs.
- The PDF will be attached in the e-mail automatically.
- Type the subject and e-mail address > click Send.

Saving Documents

Foxit Reader provides you with the power to do more when saving PDF documents. You can save a PDF document without additional usage rights in many different ways. If the file permissions allow, you can also save comments, form fields that you have added to a document, as well as save PDF contents in text format.

Saving a copy of a PDF

- Choose File > Save As…
- In the Save As dialog box, enter the filename and location, and click Save.

Note: *You can save the file only in PDF format in the free Foxit Reader.*

Saving comments and form field entries

Do one of the following:

- Choose File > Save
- Choose File > Save As… > enter the filename and location > Choose Document and Annotations in Save What field > click Save.

Saving a PDF as a text file

- Choose File > Save As…
- Choose TXT Files (*.txt) from the Files of Type Option in the Save As dialog box.
- Choose the content range:
  A. Save whole document – save the whole document as a text file.
  B. Save current page – only save the current page you are reading as a text file.
  C. Save page in range – enables you to select pages as a text file.
- Enter the filename and location, and click Save.

Saving a PDF as other file types

- Choose File > Save As…
- Choose All Files (*.*) from the Files of Type Option in the Save As dialog box.
- Select to save Document and Annotations or Document without changes in Save What field.
- Enter the filename and location, and click Save.

Note: *This function allows PDF documents to appear, for confidential purposes, in different file types as if they were created on a different platform other than PDF.*

Closing Documents

To close a PDF document, please do one of the following:

- Choose File > Close.
- Press shortcut key Ctrl + W.

Exiting Foxit Reader

To exit Foxit Reader, please do one of the following:

- Choose File > Exit.
- Click the big Close button on Foxit Reader application window.
- Press shortcut key Ctrl + Q.

- (Optional) Right-click Foxit Reader icon in the system tray and select Exit.

Chapter 4 – Working on PDFs

With Foxit Reader, you can copy text and images to other applications, and view PDF contents in a text mode. To learn more about this, please read the following explanations.

Copying Text

The Select Text tool lets you select horizontal and vertical text or columns of text in a PDF. To copy text, click Select Text Tool on Toolbar or choose Tool > Select Text on Menu Bar and do the following:

Selecting text

- Select a line of text: Move the cursor toward a line of text you want to select.
- Select a column of text: Put the cursor between the lines, move toward a column of text and draw a rectangle over it.
- Select a word: Double-click the word you want to select.
- Select multiple paragraphs through pages: Click at the start of the selection, scroll to the end of the selection without releasing your mouse.
- Select all the text: Press Ctrl + A, or select some text, right-click it and then choose Select All.
- Deselect all the text: Right-click the selected text, and choose Deselect All.

Copying text

Once you have selected the text, do one of the following:

- Right-click the selected text > choose Copy To Clipboard.
- Press shortcut key Ctrl + C.

Pasting text

To paste the selected text on Clipboard to another application, please follow the paste command of the specific application.

Copying Images

You can copy and paste individual images from a PDF to the clipboard, to other applications, or to other files.

Taking a snapshot of an image

To copy an image, please switch to the Snapshot tool :

- Choose Tools > Snapshot or click the snapshot tool on Basic Toolbar, and the pointer changes into a Cross automatically.
- Hold the pointer over the image and drag a rectangle around it.
- You will be prompted that the selected area has been copied to the clipboard.
- (Optional) Right-click the selected area, and then choose Copy Select Graphic.
- Paste the selected image to other applications.

Taking a snapshot of a page

You can use the snapshot tool to copy the entire page. Both text and images will be copied as an image.

- Select the Snapshot tool by choosing Tools > Snapshot or click the snapshot tool on Basic Toolbar.
- Drag on the page to select content, right-click anywhere in the page and choose "Select All" to copy the entire page.

To deselect it, please right-click anywhere in the page and choose "Deselect All".

- You will be prompted that the selected area has been copied to the clipboard.
- (Optional) Right-click the selected area, and then choose Copy Select Graphic.
- Paste the selected image to other applications.

Note: *The selected area will be highlighted in blue.*

Copying a Combination of Text and Images as an Image

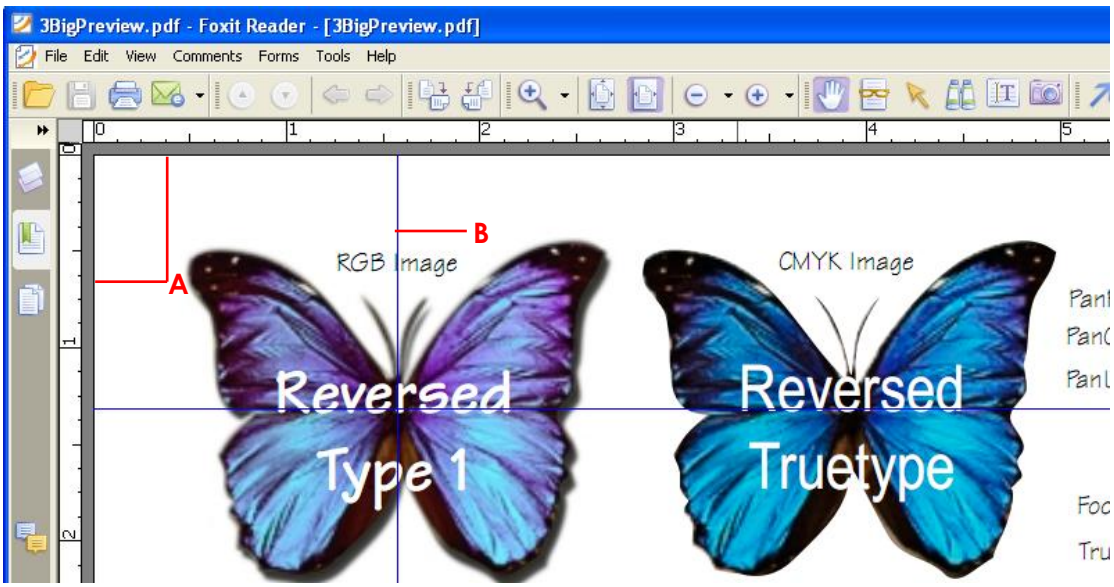
You can use the snapshot tool to copy all selected content (text, images, or both) to the clipboard or other applications. Text and images will be copied as an image.

To copy a combination of text and images as an image, do the following:

- Select the Snapshot tool by choosing Tools > Snapshot or click the snapshot tool on Basic Toolbar.
- Drag a rectangle around the text and images.
- You will be prompted that the selected area has been copied to the clipboard.
- (Optional) Right-click the selected area, and then choose Copy Select Graphic.
- Paste the selected image to other applications.

Using Rulers & Guides

Foxit Reader provides horizontal and vertical ruler guides to help you align and position text, graphics or other objects on the page. They can also be used to check their size and the margins in your documents.



Rulers & Guides

A. *Rulers* ***B.*** *Guides*

Displaying rulers

Please choose View > Rulers.

Hiding rulers

Please choose View > Rulers, or right-click the horizontal ruler or the vertical ruler and then choose Hide Rulers.

Creating ruler guides

Do one of the following:

- Drag down from the horizontal ruler to create a horizontal guide, or drag to the right of the vertical ruler to create a vertical guide.
- Double-click a location on the horizontal ruler to create a vertical guide, or double-click a location on the vertical ruler to create a horizontal guide.

Moving ruler guides

Click and hold the guide, and then drag it to a new location.

Changing unit of measurement

Right-click the horizontal ruler or the vertical ruler, and select a measurement system for the rulers.

Deleting ruler guides

- To delete a guide, click the guide to select it, and then press the Delete key.
- To delete all guides on a certain page, scroll to the page, right-click in the ruler area and choose Clear Guides on Page.
- To delete all guides, right-click in the ruler area and choose Clear All Guides.

Measuring the Objects

The Measure Tools enable you to measure distances and areas of objects in PDF documents. The measure tools are especially useful when you need to know the distances or areas associated with objects in a form or computer-aided design

(CAD) drawing or when you want to measure certain areas of a document before sending to a professional printer. The measure tools are available to Reader users only if the PDF creator enables measuring functionality.

When you use a measure tool, the tool dialog box displays the measurements of the line segments you draw.

Measuring the objects

Choose Comments > Measure Tools > [measure tool name], or click the measure tools on toolbar, and do any of the following:

- Select the Distance Tool to measure the distance between two points. Click the first point, move the pointer to the second point, and click again. The measurements will appear on the page.
- Select the Perimeter Tool to measure a set of distance between multiple points. Click the first point to start, and then click each point you want to measure. Double-click the last point to end measuring.
- Select the Area Tool to measure the area within the line segments that you draw. Click the first point to start, and then click each point you want to measure. After you have clicked at least two points, click the first point or double-click the last point to complete the area measurement.

Note: *You can also choose to complete or cancel measurement by right-clicking and choosing options from the context menu.*

After selecting the measuring tool, do any of the following in the pop up dialog box:

- To change the scaling ratio (such as 1:2) on the drawing areas, specify the appropriate numbers in the tool dialog box. If necessary, change the unit of measurement next to this ratio.
- Check Measurement Markup in the tool dialog box if you want the lines you draw to appear as a comment. You can put the pointer over the measurement with the Hand tool selected so that you can view the measurement and annotation you have drawn.

Note: *The object you draw will disappear when the Measurement Markup is deselected in the tool dialog box.*

Working on the measurement object

After you complete the measurement, you are able to do further operations on it, such as move, resize, flip, and even work on it the way you work on comments.

Moving the measurement object

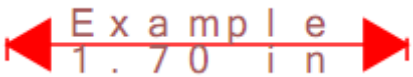
- With the Hand Tool or Annotation Selection Tool selected, click the measurement object you want to move.
- Place the cursor over the object when the pointer changes into , hold and drag the mouse to move it to the intended place.

Changing the length and orientation of the line segment

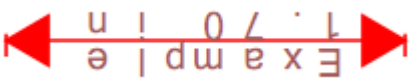
- With the Hand Tool or Annotation Selection Tool selected, select one of the resize corners , you will see the pointer change into .
- Hold and drag the mouse to change the length and orientation of the line segment.

Flipping the measurement and annotation

You can reverse measurement and annotation of the object you draw.



Before flipping



After flipping

To flip the measurement and annotation of the object, do the following:

- Select the Hand Tool or Annotation Selection Tool .
- Right-click the object you draw > select Flip.

Working on measurement objects as comments

The measurement objects can also be used as comments, as a result of which,

you cannot only set status, open popup note, delete, reply to the objects, but you can also set properties, and set current properties as default for them.

Note: *To show measurement markup and the measurement, right-click on the object you draw, and choose Open Properties > Appearance > select "Show text in line".*

For the information of how to work on the objects as comments, please refer to the corresponding section of "Chapter 5 – Comments".

Switching Between Basic Tools

The Foxit Reader Basic Toolbar consists of the Search Tool, Hand Tool, Select Text Tool, Snapshot Tool, Typewriter Tool, etc. You can switch between these basic modes by choosing commands on the Menu Bar or clicking the individual icons on Toolbar. Only one mode can be chosen each time, and they cannot be obtained simultaneously.

Using Foxit Text Viewer

With Foxit Text Viewer, you can work on all PDF documents in pure text view mode. It allows you to easily reuse the texts scattered among images and tables, and acts like Notepad. Also, you can adjust some settings to meet your needs.

Entering Text View mode

Do one of the following:

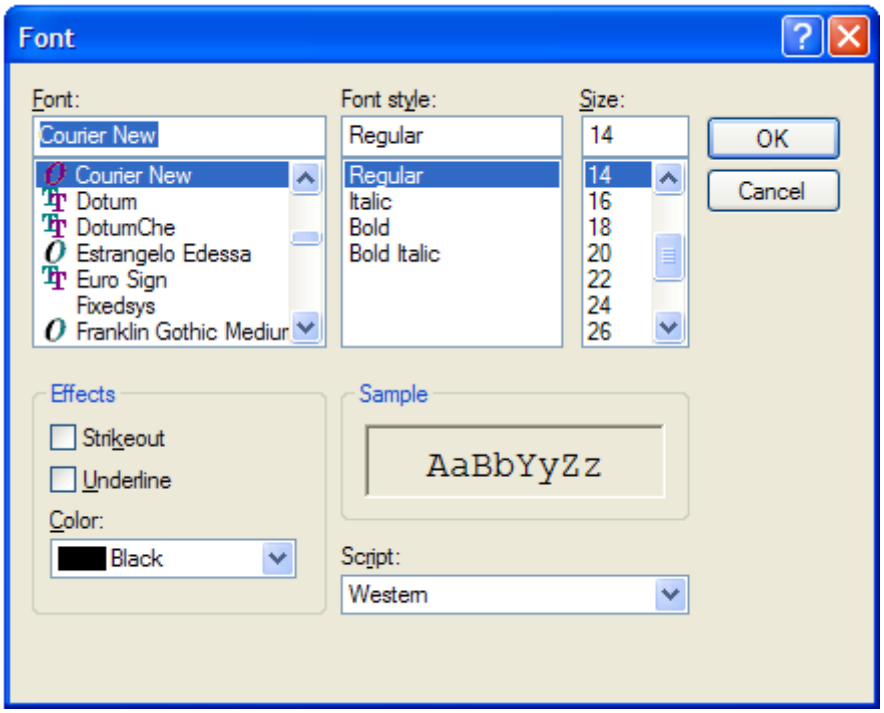
- Choose View > Text Viewer.
- Click the Text Viewer icon on the Basic Toolbar
- Press the shortcut key Alt + 9.

Customizing text viewer

As soon as Text Viewer is activated, you can use the Text Viewer Toolbar to customize your own work area. This Toolbar is set to be invisible by default.

1. Changing text font when reading with Text Viewer

- Select the text and right click on it. Choose Font Setting from the Context Menu, and then select the Font option.
- Choose Font name, Font Style, Font Size, Effects, Color and Script from respective fields in Font dialog box. The suggested font for best screen display is Courier New.



Note: *You can change all aspects pertaining to text view font in the Font dialog box, or you can also use individual options on Context Menu to change font color and toggle between regular style and Bold or Italic styles.*

2. Toggling between regular style and Bold style

Select the text and right click on it. Choose Font Setting from the Context Menu, and then select the Bold option.

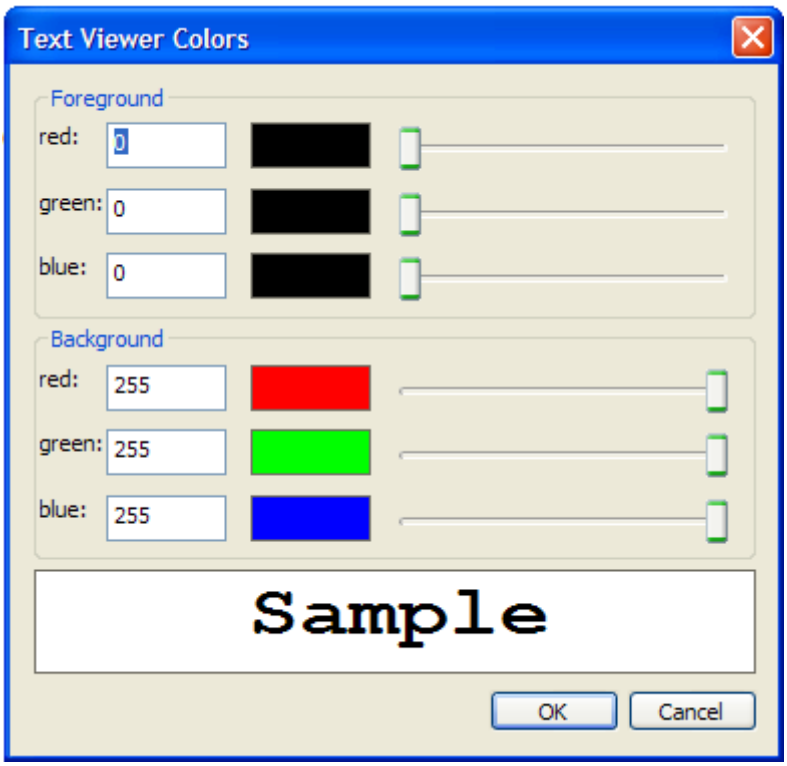
3. Toggling between regular style and Italic style

Select the text and right click on it. Choose Font Setting from the Context Menu, and then select the Italic option.

4. Changing the text color

- Select the text and right click on it. Choose Font Setting from the Context Menu, and then select the Color option.

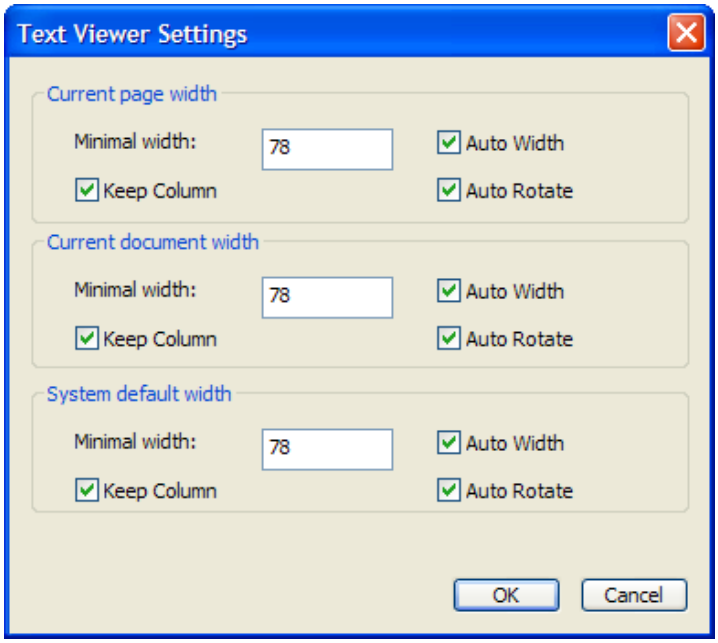
- Text Viewer Colors dialog box pops up.



- Drag respective sliders or type the value to change the Foreground (Font) Color and Background (page) Color. You can preview the changes in the box with a word "Sample".
- Click OK to complete the procedure, or click Cancel to abandon the changes.

5. Changing Text Viewer settings

- Select the text and right click on it. Choose Setting from the Context Menu.
- The text Viewer Settings dialog box pops up.



- Below are the text viewer settings:

  A. Set page width at three different levels: Current page width, Current document width and System default width.
  B. Minimal width – the valid value for this field is 0-1024. It is set to 78 by default.
  C. Keep Column – for PDF tables or text columns, you can check Keep Column to retain appropriate column in text viewer mode. It is checked by default.
  D. Auto Width – for PDF tables or text columns, you can check Auto Width to keep proper width between text automatically. It is checked by default.
  E. Auto Rotate – you can check Auto Rotate to ensure consistent orientation with that of the printer. It is checked by default.

Navigating in text viewer mode

1. Going to the next or previous page

Do one of the following:

- Choose View > Go To > Previous Page or Next Page on Menu Bar.
- Click the Previous Page icon or Next Page icon on the Toolbar or Status Bar.
- Put the cursor in the Document Pane, press the Left or Right Arrow on

keyboard to move the pages up or down.

- Press the Space Bar or Shift + Space to move the pages up or down.

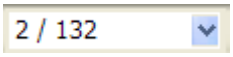
2. Going to the first or last page

Do one of the following:

- Choose View > Go To > First Page or Last Page on Menu Bar.
- Click the First Page icon or the Next Page icon on the Toolbar or Status Bar.
- Press the Home or End keys.

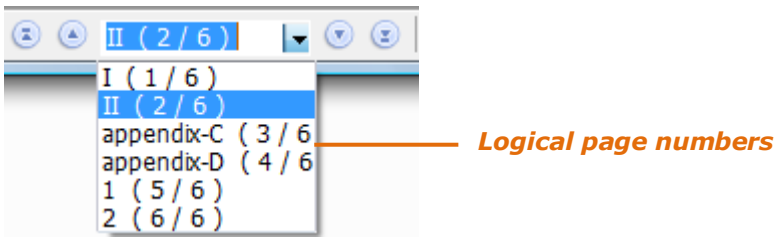
3. Going to a specific page

Do one of the following:

- Choose View > Go To > Pages… > input the specific page number > OK.
- Input or select the specific page number on the Current Page Number Box 

on Status Bar, and press Enter.

Note: If the opened PDF document contains logical page numbers, Foxit Reader supports displaying the logical page numbers on the Current Page Number Box.



Changing the magnification level of a document

Do one of the following procedures:

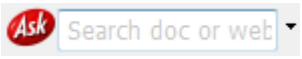
1. Click the Zoom Out button or the Zoom In button on the Zoom Toolbar. Also, you may select a magnification percentage from these two icons.
2. Choose View > Zoom > Zoom In or Zoom Out. Or you can select Zoom To… >

choose or input a magnification percentage > OK.

Finding text in Text Viewer mode

To find text you are looking for, follow the steps below:

- Press Ctrl + F.
- Type the text in the Find What field.
- Select the search options to limit your search:
  A. Match whole word only -- limits the search to match only whole words. For example, if you search for the word *Read*, the word *Reader* will not be found.
  B. Match case -- makes the search case-sensitive. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.
  C. Direction Up or Down -- sets the search order from the beginning to the end or from the end to beginning.
- Press the Find Next button or Enter.
  Foxit Reader jumps to the first instance of the search term, which appears highlighted.
- Press Enter repeatedly or Edit > Find Next, or Find Next shortcut key F3 to continue searching the next instances of the search term.

Note: *The Find field* 

is unavailable in Text Viewer mode.

To read text in Full Screen mode

1. To set Full Screen preferences, please refer to "Setting full screen preferences" .

2. To enter Full Screen mode, please do one of the following:

- Choose View > Full Screen.
- Click the Full Screen button on Toolbar.

3. To exit Full Screen mode:

- Press Esc key or
- Click the Exit Full Screen button on the screen.

Copying text in Text Viewer mode

1. Select text

- Select a word: Double-click the word you want to select.
- Select a line of text: Move the cursor toward a line of text you want to select.
- Select all the text: Press Ctrl + A or right-click the Document Pane > choose Select All.

Copying text

Do one of the following:

- Right-click the selected text > choose Copy.
- Press shortcut key Ctrl + C.

Pasting text

To paste the selected text on Clipboard to another application, please follow the paste command of the specific application.

Undoing and Redoing

Foxit Reader provides chances for you to undo and redo previous actions. The features allow you to easily correct mistakes by cancelling the last actions and quickly add back in changes made with Undo. You can undo and redo any editing you have done in the PDF documents, such as commenting, advanced editing on PDFs and so on.

Note: You cannot undo or redo actions of bookmarks editing.

To undo previous actions, do one of the following:

- Select Edit > Undo… on the Menu bar.
- Select the Undo button on the Tool bar.
- Press shortcut key Ctrl + Z.

To redo previous actions, do one of the following:

- Select Edit > Redo…on the Menu bar.

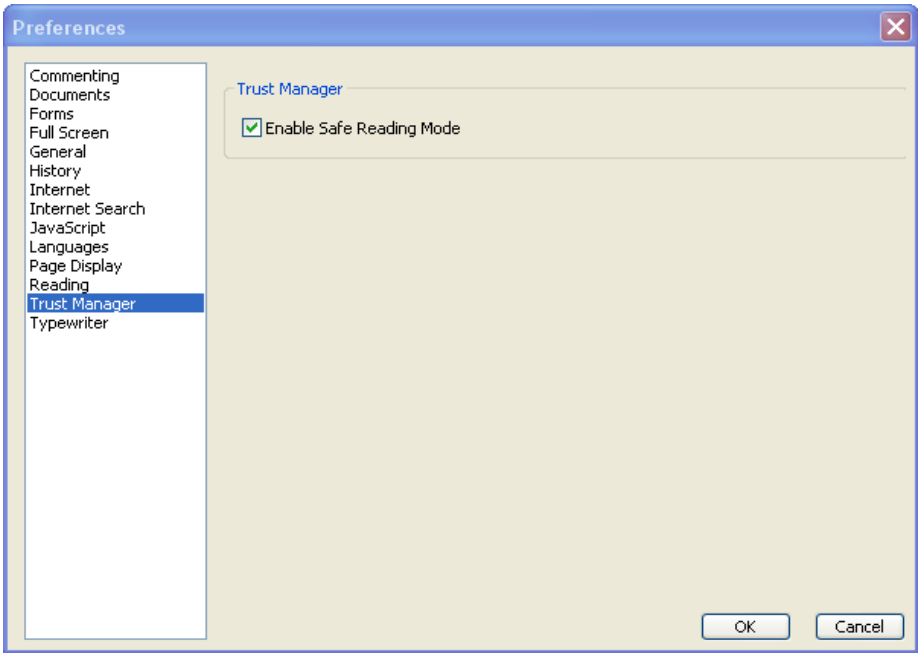
- Select the Redo button on the Tool bar.
- Press shortcut key Ctrl + Y.

Trust Manager

Security Trust Manager added in the Foxit Reader 4.1 enables users to allow or deny unauthorized actions and data transmission, including URL connection, attachments PDF actions, and JavaScript functions; efficiently avoiding the attack from malicious content and viruses.

To activate Safe Reading Mode, do the followings:

- Select tools > preferences > Trust Manager, and check the option "Enable Safe Reading Mode".
- Click OK.



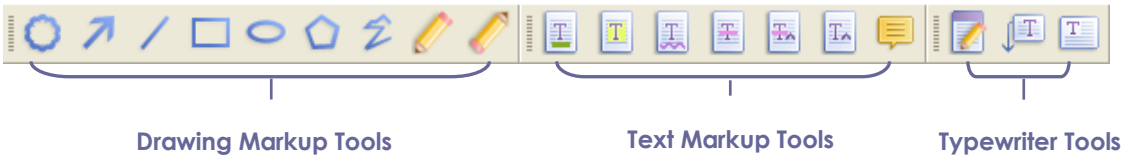
Note: if you want to run the program, please uncheck the option "Enable Safe Reading Mode". And click "Yes" in the pop-up message box when running the operation.

Chapter 5 – Comments

A comment is a written note intended as an explanation, an illustration, or a statement of fact or opinion, especially a remark that expresses a personal reaction or attitude. You can type a text message or add a line, circle, or other shape to make comments on PDFs you are reading with Foxit Reader commenting tools. Most types of comments contain a pop-up window displaying your name, date and time you created the comments, and a text message. You can also edit, reply, delete, and move the comments with ease. This function is quite helpful to your studies and work if you have to make some notes on PDF documents.

About the Annotation Tools

Annotation tools make adding annotations on PDFs possible. There are various annotation tools with different functions for you to choose: Typewriter Tools, Drawing Markup Tools, and Text Markup Tools. These tools that are used to add or create comments to PDF documents are placed on the Commenting, Drawing and Markup toolbars. You can also find these tools on the Menu Bar.



Annotation Toolbars

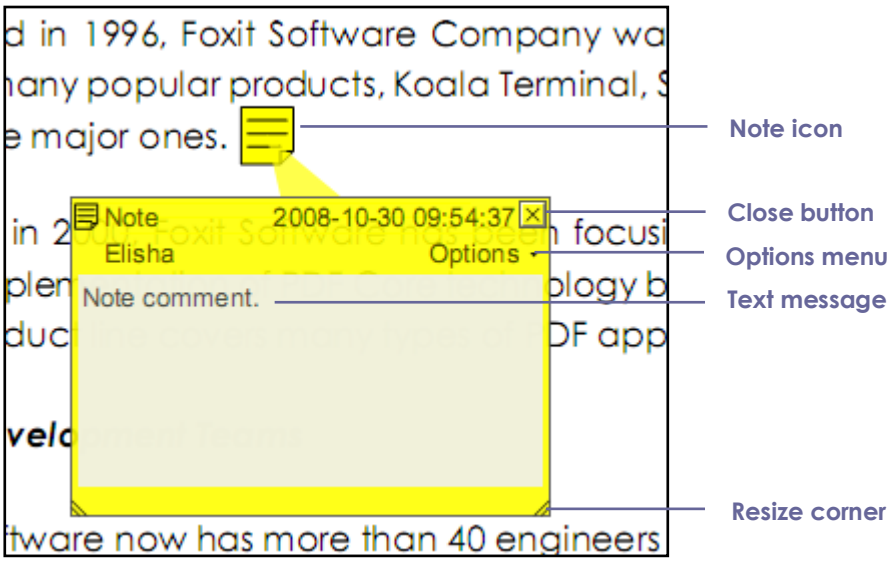
Selecting Tools to Add Comments

Do one of the following:

- Select a type of tool from the Toolbar.
- Select Comments > [Tool name] or Drawing Markup Tools from the menu bar > select a type of tool you want to use.

Adding Note Comments

The most common type of comments is the note comments. A note comment has a note icon that appears on the page and a pop-up note for text message. The message box could be resized and will wrap when you enter much more text. Read below to learn how to add a note comment anywhere on the page or in the document.



To add a note comment

- Click the Note Tool on the toolbar or choose Comments > Note Tool on Menu Bar.
- Click where you want to place the note.
- Type text in the pop-up note. You can also use the Select Text tool to copy and paste text from a PDF into the note, or copy the note with Ctrl + C to other applications.

Editing a note comment

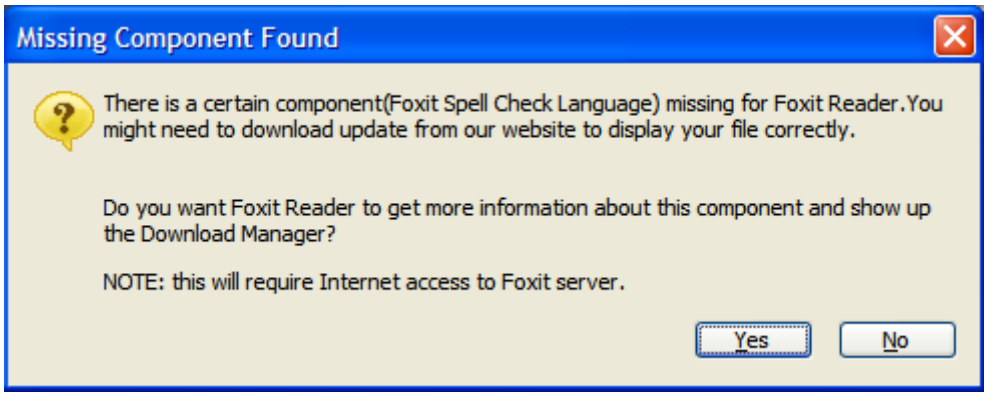
- Click the text message.
- Make changes as needed.
- Drag its lower right corner to resize the pop-up note.
- Click and drag the title of the pop-up note to move its position.
- When you are finished, click the title of the pop-up note, or click outside the pop-up note.
- (Optional) Do one of the following to close the pop-up note. A note icon appears to the right of the markup of the markup to indicate the presence of text in the pop-up note.

A. Click the close button in the pop-up note.
B. Double-click the markup.
C. Right-click the markup, and choose Close Popup Note.
D. Choose Close Popup Note from the Options menu of the pop-up note.

Using the Spell Checker

You are able to use the Spell Checker if the security settings allow. When you are trying to text any message in the pop-up note, you will be prompted to download Foxit Spell Check Language component if this package hasn't been installed on your computer. Click Yes to download this update.

To download this add-on from the Foxit Website, see also "Spell Checker" .



If you have installed Spell Checker, when you type any English text in the pop-up note, this tool will try to find any spelling errors and highlight them with squiggly lines.

- Right click on the misspelled words, and you will see a list of suggested words.
- Choose one of the suggested words to correct your input or ignore the squiggly line.

Aligning and centering note comments

- Choose the Note Tool , Hand Tool or Annotation Selection Tool .
- Follow the steps specified in "Working with multiple images".

Deleting a note comment

- Choose the Note Tool , Hand Tool or Annotation Selection Tool .
- Do one of the following:
  A. Click the note icon, and press the Delete key.
  B. Right-click the note icon, and choose Delete from the pop-up context menu.
  C. Choose Delete from the Options menu of the pop-up note.

Using the Text Markup Tools

You can use Text Markup tools to indicate where text should be edited or noticed. Text Markups do not change the actual text in the PDF. Instead, they indicate which text should be deleted, inserted, highlighted or underlined. Text Markup tools include Highlight Text Tool, Underline Text Tool, Strikeout Text Tool, Squiggly Text Tool, Replace Text Tool and Insert Text Tool.

Text Markup Tools

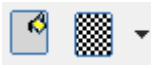
Button	Tool Name	Description
	Highlight Text Tool	To mark important passages of text with a fluorescent (usually) marker as a means of memory retention or for later reference.
	Underline Text Tool	To draw a line under to indicate emphasis.
	Strikeout Text Tool	To draw a line to cross out text, making others know the text is deleted.
	Squiggly Text Tool	To draw a squiggly line under. Similar to Underline Tool.
	Replace Text Tool	To draw a line to cross out text and provide a substitute for it.
	Insert Text Tool	A proofreading symbol (^) used to indicate where something is to be inserted in a line.

Foxit Reader offers convenience to users when they choose color and opacity for Commenting Tools except the Note Tool. You can set colors and opacity for each tool, and then add any Text Markups to the PDF file. Foxit Reader will remember

the color and opacity settings automatically.

Using highlight, underline, strikeout, squiggly and replace tool

1. Highlighting, underlining, striking out, squiggling or replacing text

- Choose Tools > Commenting Tools > select the Highlight Tool , Underline Tool , Strikeout Tool , Squiggly Tool or Replace Tool . Or click the respective button on toolbar.
- The Property Tools  show up on the toolbar. Select the color and set opacity for the Commenting Tools.
- Click and drag from the beginning of the text you want to mark up.

2. Adding text message to highlight, underline, strikeout, or squiggly markups

- Select the Hand Tool , Annotation Selection Tool or the corresponding Text Markup Tool > right-click the markup > choose Open Popup Note.
- Type text in the pop-up note. You can also use the Select Text tool to copy and paste text from a PDF into the note, or copy the note with Ctrl + C to other applications.
- (Optional) Do one of the following to close the pop-up note. A note icon appears to the right of the markup of the markup to indicate the presence of text in the pop-up note.
  A. Click the close button in the pop-up note.
  B. Double-click the markup.
  C. Right-click the markup, and choose Close Popup Note.
  D. Choose Close Popup Note from the Options menu of the pop-up note.

3. Deleting a highlight, underline, strikeout, squiggly or replaced markup

Do one of the following:

- Select the Hand Tool , Annotation Selection Tool or the corresponding Text Markup Tool > click the markup > press Delete key.

- Select the Hand Tool , Annotation Selection Tool or the corresponding Text Markup Tool > right-click the markup > choose Delete from the pop-up Context Menu.
- Choose Delete from the Options menu of the pop-up note.

Using the Insert Text Tool

1. Indicating where to insert

- Click the Insert Text Tool on the toolbar, or choose Comments > Commenting Tools > Insert Text Tool.
- Click the text where you want to insert this markup.
- Type text in the pop-up note to indicate the text you want to insert.
- (Optional) Do one of the following to close the pop-up note. A note icon appears to the right of the markup of the markup to indicate the presence of text in the pop-up note.
  A. Click the close button in the pop-up note.
  B. Double-click the markup.
  C. Right-click the markup, and choose Close Popup Note.
  D. Choose Close Popup Note from the Options menu of the pop-up note.

2. Deleting the inserted markup

Do one of the following:

- Select the Insert Text Tool , Hand Tool or the Annotation Selection Tool > click the caret markup > press the Delete key.
- Select the Insert Text Tool , Hand Tool or the Annotation Selection Tool > right-click the caret markup > choose Delete from the pop-up Context Menu.
- Choose Delete from the Options menu of the pop-up note.

Using the Select Text Tool

Select Text Tool enables you to add most types of text edits, including highlight, strikeout, underline, squiggly and replacement. It has integrated the select text

function with Text Markup Tools. When you select text with the Select Text Tool, a menu of text editing options will appear on the right click context menu. Also, you can also use the Select Text Tool to add bookmarks for PDF files.

Marking up text with edits

- Choose Tools > Select Text, or click the Select Text Tool on the toolbar.
- Select the text you want to mark up > right-click the selected text, and then refer to "Using the Text Markup Tools".

Using the Drawing Markup Tools

Drawing Markup tools help you to make annotations with drawings, shapes, and text messages. You can use the Drawing Markup tools to mark up a document with arrows, lines, squares, rectangles, circles, ellipses, polygons, polygon lines, clouds, etc. Drawing Markup tools provide another kind of comment. It is quite useful when you have to make some shapes to mark the text or image. The table below describes exactly what Drawing Markup tools do.

Drawing Markup Tools

Button	Tool Name	Description
	Arrow Tool	To draw something, such as a directional symbol, that is similar to an arrow in form or function.
	Line Tool	To mark with a line.
	Rectangle Tool	To draw a four-sided plane figure with four right angles.
	Oval Tool	To draw an oval shape.
	Polygon Tool	To draw a closed plane figure bounded by three or more line segments.
	Polyline Tool	To draw an open plan figure with three or more line segments.
	Pencil Tool	To draw free-form shapes.
	Rubber Tool	An implement, acts as a piece of rubber, used for erasing the pencil markups.
	Cloudy Tool	To draw cloudy shapes.

Adding drawing markup

Consider the effect you want before selecting a drawing tool.

- Choose Comments > Drawing Markup Tools, and select a drawing tool, or click a drawing tool button on the toolbar.
- To draw a line, or arrow, drag across the area where you want the markup to appear.
- To draw a square, rectangle, circle, or oval, drag across the area where you want the markup to appear.
- To create a polygon, polyline, or cloud shape, click to create the start point, move the pointer, and click to create each segment. To finish drawing the shape, click the start point or double-click to end it. For polygon line, you can end the drawing only by double-clicking.
- To draw free-form lines using the Pencil Tool , drag across the area to make any shapes you want. You can release the mouse button, move the pointer to a new location, and continue the drawing.
- To erase parts of the pencil drawings, select the Rubber Tool , click the pencil drawings, and click them again when an eraser appears on the drawings.

Tips:

- To draw a line that is horizontal, vertical, or at a 45 degree angle, press Shift while you draw.
- To draw a square or circle with Oval Tool or Rectangle Tool, press Shift while you draw.

Editing, resizing or moving the markup

- Select the Hand Tool , Annotation Selection Tool or the corresponding Drawing Markup Tool.
- To edit or resize the drawing markup, select it, put the cursor on one of the green points, and drag one of the handles to make your adjustments.
- To move the drawing markup, select it and put the cursor on one of the segments to drag.
- To add a pop-up note to the markup, select it and double-click the markup or right-click it and choose Open Popup Note.

Aligning and centering drawing markups

- Choose the Hand Tool or the Annotation Selection Tool .
- Follow the steps specified in "Working with multiple images".

Deleting the markup

Do one of the following:

- Select the Hand Tool , Annotation Selection Tool or the corresponding Drawing Markup Tool > press the Delete key.
- Select the Hand Tool , Annotation Selection Tool or the corresponding Drawing Markup Tool > right-click the drawing markup > choose Delete from the Context Menu.
- Choose Delete from the Options menu of the pop-up note.

Grouping the markups

Grouping drawing markups enables you to combine them so that you can work with them as though they were a single object. You can move or delete the group, set its status, change its appearance, etc.

Select the Hand Tool or Annotation Selection Tool , and do one of the following:

- To group the markups, select the markups you want to group by pressing Ctrl > right-click on one of the selected markups, and choose Group.
- To work with a group, select one of the markups and then work with the group as other comments.
- To ungroup the markups, select the group > right-click on it, and choose Ungroup.

Using the Typewriter Tools

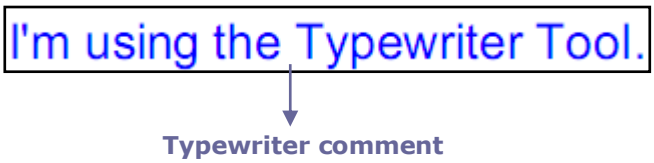
The Typewriter Tools include Typewriter Tool, Callout Tool, and Text Box Tool.

Using the Typewriter Tool

Typewriter Tool acts as a machine to product text on PDFs as a result of a user manually pressing keys consecutively on a keyboard. You can use the Typewriter Tool to add comments anywhere on a PDF, which doesn't appear as annotations.

Note: *The Typewriter Tool can be used to fill forms.*

See also
"Filling non-interactive forms".



Adding comments with typewriter

- Choose Comments > Typewriter Tools > Typewriter, or click the Typewriter Tool on toolbar. The Typewriter Toolbar appears.
- Put the pointer on the area to type any text you want.
- Press Enter if you want to start a newline.
- To finish typing, click anywhere outside the text you have inputted.

Editing the typewriter comment

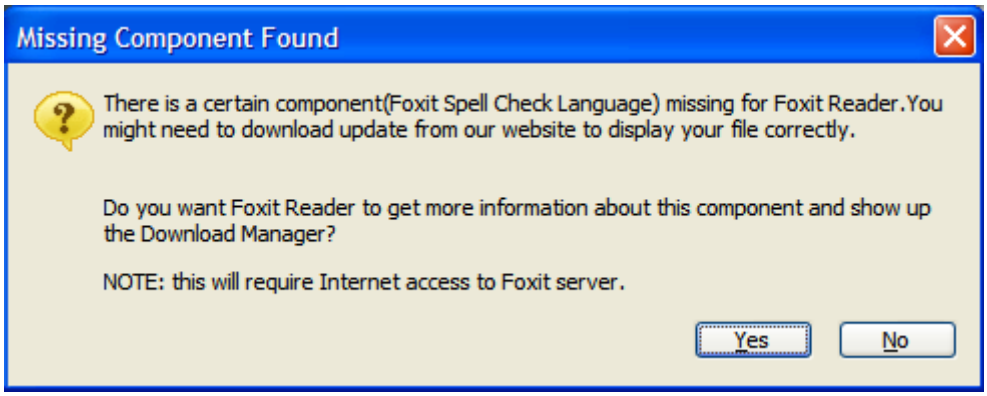
- Choose Comments > Typewriter Tools > Typewriter, or click the Typewriter Tool on the toolbar.
- Put the pointer between the letters to activate the typewriter text field.
- Do any changes to the text you have inputted. Use Backspace or Delete keys to delete the characters before or after the pointer.
- To finish editing, click anywhere outside the text field.

Tips: You can use the Arrow Keys to move the pointer right and left or up and down.

Using the Spell Checker

You are able to use the Spell Checker if the security settings allow. When you are trying to insert any text with Typewriter, you will be prompted to download Foxit Spell Check Language component if this package hasn't been installed on your computer. Click Yes to download this update.

To download this add-on from the Foxit Website, see also "Spell Checker" .



If you have installed Spell Checker, then when you use typewriter to insert any English text, this tool will try to find any spelling errors and highlight them with squiggly lines.

- Right click on the misspelled words, and you will see a list of suggested words.
- Choose one of the suggested words to correct your input or ignore the squiggly line.

Moving the typewriter comment

Do one of the following:

- Choose Comments > Typewriter Tools > Typewriter, or click the Typewriter Tool on the toolbar, and follow the steps below:

  A. Put the pointer between the letters to activate the typewriter text field.
  B. Move the pointer to the leftmost or rightmost side of the text field.
  C. When the cursor turns to be a squad arrow , hold down the mouse and drag the typewriter comment to the intended place.

Tips:

✧ You can use Home, End or Arrow Key to move the cursor among

characters.

- ✧ When moving the typewriter comment, a rectangle appears.

- Select Hand Tool or Annotation Selection Tool , click the typewriter comment, and move it to the intended place.

Deleting the typewriter comment

Do one of the following:

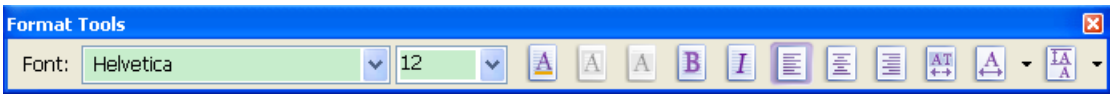
- Choose Comments > Typewriter Tools > Typewriter, or click the Typewriter Tool on toolbar. Position the cursor to the ending or beginning of the text, drag the cursor to select them all, and press the Delete key.
- (Recommended method) Click the Annotation Selection Tool or Hand Tool , right-click the text field, and choose Delete.

Note: *You can also add a pop-up note to the Typewriter Comment with the following steps:*

- ✧ *Select the Annotation Selection Tool or Hand Tool .*
- ✧ *Right-click the typewriter comment.*
- ✧ *Select Open Popup Note, and add any text message.*
- ✧ *To close the Popup Note, click the Close button at the top right corner of the message box, or right-click the typewriter comment and choose Close Popup Note, or* Choose Delete from the Options menu of the pop-up note.

Setting typewriter preferences

To set the typewriter preferences, please refer to the Format Tools. To show the Format Tools, you can go to View > Toolbars > Format Tools.



1. Modifying current font style, size and color of the typewriter

- To modify font style, drop down the Font list box, and select the font you

want.

- To modify font size, drop down the Font Size list box on the Typewriter toolbar, and select an ideal size for your text.
- To set a typewriter font as default, just choose the right font and color. When you close out of the program, it will save that so when you open the program it will default to that.
- To change the color of the current typewriter font, click the Color button on the Typewriter toolbar, and select a kind of color you want to apply to.
- To apply the bold formatting to the current typewriter font, click the Bold button on the Typewriter toolbar.
- To apply the Italic formatting to the current typewriter font, click the Italic button on the Typewriter toolbar.

2. Aligning text

You can set the alignment of any inputted text using the text-align buttons. These buttons can be used to set the alignment for text in multiple lines.

- To align text to the left, click the Align Left button on the Typewriter toolbar.
- To center text, click the Center button on the Typewriter toolbar.
- To align text to the right, click the Align Right button on the Typewriter toolbar.

3. Changing current character space and scaling

- To change the character space of the current typewriter text, click the Character Spacing button on the Typewriter toolbar. The Character Spacing dialog box appears.
- To change character space, enter the intended value in the Point box, and click Ok to change.

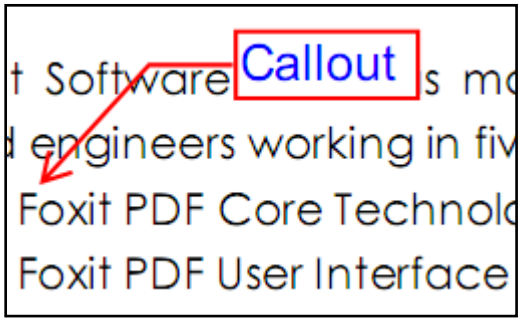
Note: *The Expanded radio button is chosen by default, which can't be unchecked. And the value inputted should be >= 0.*

- To change horizontally the font scale of the current typewriter text, click the Character Scaling button on the Typewriter toolbar, select a percentage from the drop-down menu, or click More options to manually enter a customized percentage.
- To change line spacing of the current typewriter text, click the Line Leading button on the Typewriter toolbar, enter the value to adjust the leading and click OK.

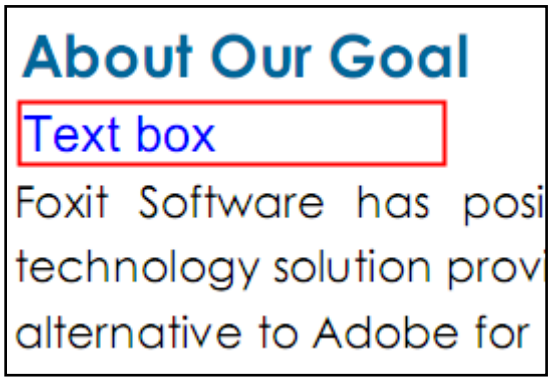
Adding comments in a text box or callout

Callout Tool and Text Box Tool are designed for users to create comments in a callout text box or a box.

Callout text boxes are especially useful when you want to single out (but not obscure) a particular area of a document. Callout text boxes include three parts: a text box, a keen line, and an end-point line.



A text box is a rectangle of any size, possibly with a border that separates the text box from the rest of the interface, allowing the user to input text information. A text box usually remains visible on the document page. It doesn't close like a pop-up note.



Note: *You can add comments to Japanese, Chinese, and Korean text with the Callout Tool or Text Box tool, but you must have the Eastern Asian Language module installed. Callout text boxes and Text boxes allow for horizontal text only.*

Adding a callout or text box

- Choose Comments > Typewriter Tools > Callout/Textbox, or click the Callout Tool or Text box Tool on the toolbar.
- Click the place where you want to insert the callout or text box.
- Type the text. Text wraps automatically when it reaches the right edge of the box.

Resizing, moving, editing or deleting a callout or text box

Select the Hand Tool or Annotation Selection Tool , and do one of the following:

- To resize the callout or text box, select it and drag any of the handles to resize it.
- To move the callout or text box, select it and drag to the intended place.
- To set the border color or the fill color for the text in callout and text box, please click on the Border Color button or the Fill Color button on the Format Toolbar and change the colors.
- To add a pop-up note to the callout or text box, double-click it or right-click it and choose Open Popup Note.
- To delete the callout or text box, select it and press Delete, or right-click it and then choose Delete, or Choose Delete from the Options menu of the

pop-up note.

Aligning and centering typewriter comments

- Choose the Hand Tool or Annotation Selection Tool .
- Follow the steps specified in "Working with multiple images".

Setting callout or text box preferences

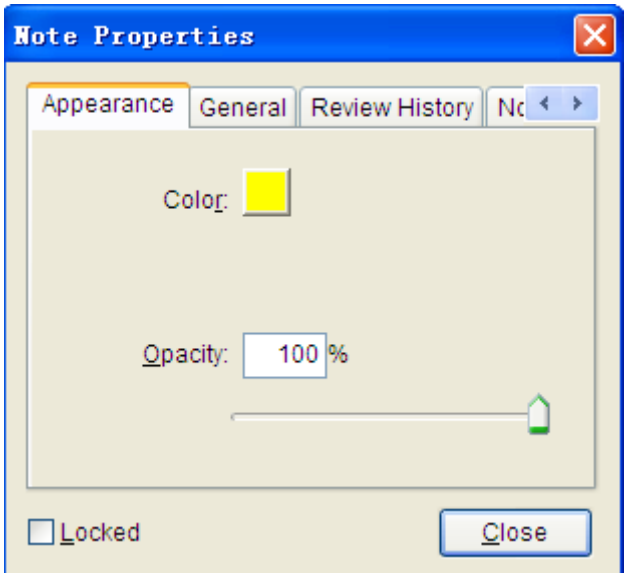
Please refer to "Setting typewriter preferences".

Changing the Appearance of Markups

You can change the color and appearance of comments or markups before or after you create them. Also, you can set the new look as the default appearance for that tool.

Changing the appearance of Note Comments

1. After you create a note comment, right-click the note icon and choose Open Properties…, or choose Open Properties from the Options Menu of the popup note to display the Note Properties dialog box.



2. In the Note Properties dialog box, do any of the following, and then click

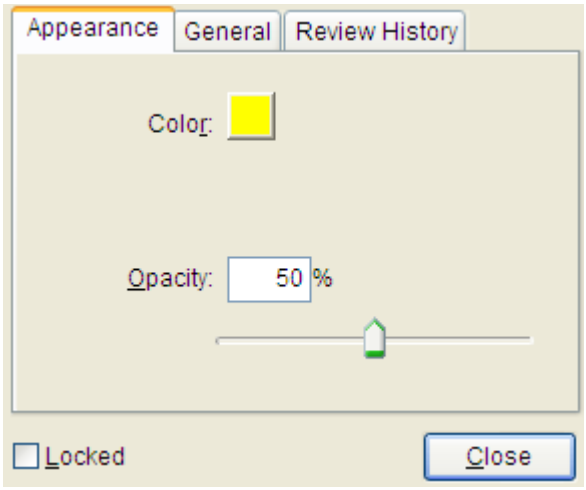
Close:

- Click the Appearance tab to change the color and opacity of the comment.
- Click the General tab to change the author's name and subject of the comment.
- Click the Review History tab to see the history of changes people have made to the status of a comment during a review.

See also
"Setting a status".

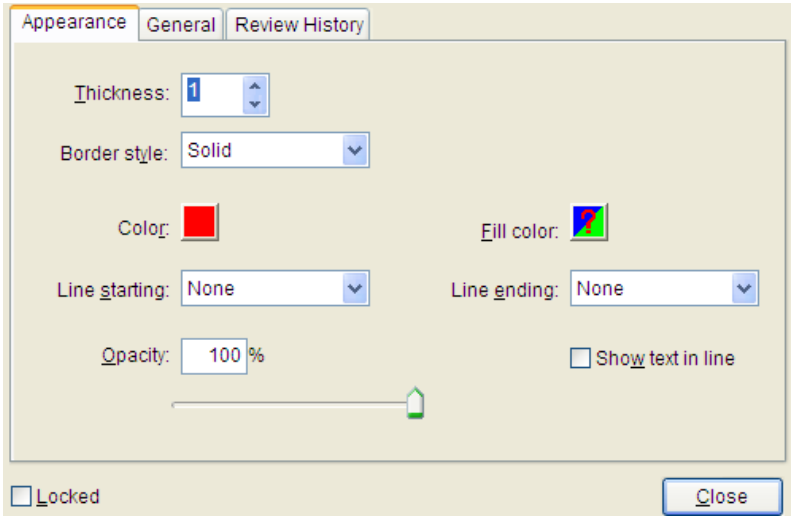
- Click the Note Type tab to change the type of icon used.
- Select Locked at the bottom of the Note Properties dialog box to prevent the comment from being altered or deleted.
- Use the button at the top right corner of the Properties dialog box to choose any tabs.

Changing the appearance of Text Markups



- Follow the steps of "Changing the appearance of Note Comments".
- There is no Note Type tab in Text Markups settings.

Changing the appearance of Drawing Markups



In the Properties dialog box, do any of the following, and then click Close:

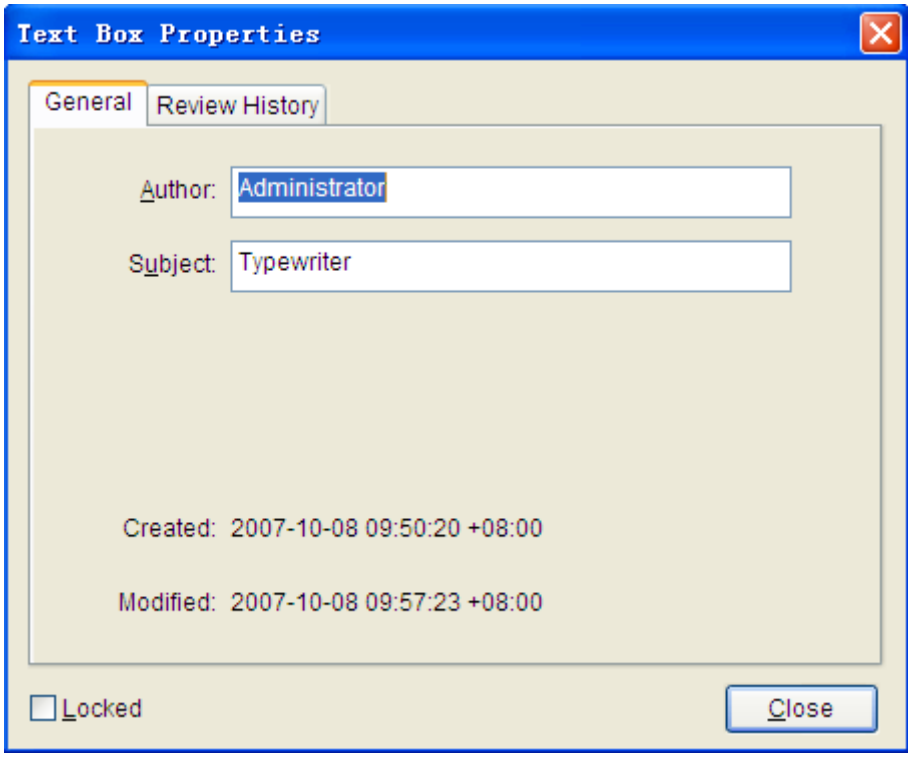
- Click the Appearance tab to change such options as the color, opacity and type of icon used. The type of the comment selected determines which options are available.
- Click the General tab to change the author's name and subject of the comment.
- Click the Review History tab to see the history of changes people have made to the status of a comment during a review.

See also
"Setting a status".

- Select Locked at the bottom of the Properties dialog box to prevent the comment from being altered or deleted.

Note: *The appearance of typewriter comments cannot be changed.*

Changing the appearance of Typewriter Markups



- Click the General tab to change the author's name and subject of the comment.
- Click the Review History tab to see the history of changes people have made to the status of a comment during a review.

See also
"Setting a status".

- Select Locked at the bottom of the Note Properties dialog box to prevent the comment from being altered or deleted.

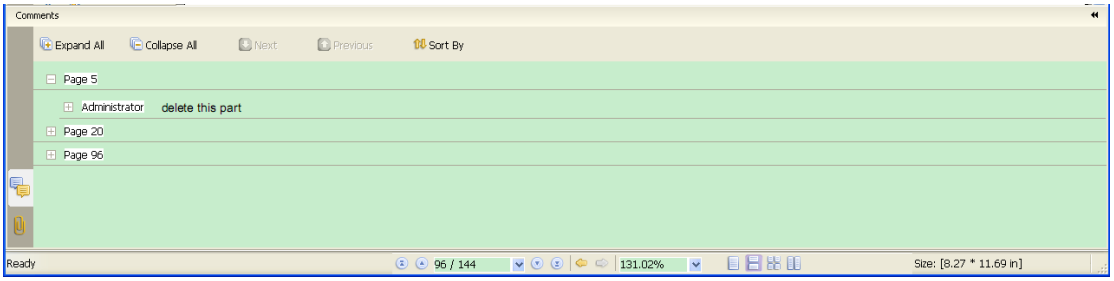
Changing the appearance of a text box or callout

Please refer to "Changing the appearance of Drawing Markups".

Working on Comments

Viewing comments

- To view comments in the Comments panel, please go to View > Navigation Panels > select Comments.



The Comments panel

In the Comments panel, there are a number of options as follows:
Expand All – expands all of the items listed on the Comments panel.
Collapse All – collapses all of the items in the view.
Next – goes to the next comment if you choose to expand all the items.
Previous – goes to the previous comment if you choose to expand all the items.
Sort By – selects to sort the comments by type, page, author or date.

- The comment is displayed in the popup note or on the markup icon and acts as a tooltip when the popup note is closed.
- If you input the comment with too many lines, it will only show some of the comment while the rest will be displayed as suspension points when the cursor is moved outside the popup note. Click inside the message box to view it with scroll bar.

Setting a status

Setting a status is useful for keeping track of comments that you have read or that require further action. You can use the status to indicate which comments you want to accept, reject, cancel, complete or export to other documents.

By setting the review status, you can show or hide a certain set of comments, and let review participants know how you are going to handle the comment. Once the review status is set, you cannot remove the review status display from history in the Review History list, even if you change the review status to None.

By setting the migration status, you can confirm whether the comment is exported to other documents and let review participants know the results. Once the migration status is set, you cannot remove the migration status display from history in the Review History list, even if you change the migration status to None.

Changing the status of a comment:

- With the Hand tool, Annotation Selection tool or the corresponding tool selected, right-click a comment you want to change the status of, choose Set Status > Review or Migration from the pop-up Context menu, and then select an option.
- To view a markup's history of changes:
  A. Right-click the markup, and then choose Open Properties.
  B. In the Properties dialog box, click the Review History tab to view the history of status changes people have made to a markup.

Replying to comments

Replying to comments is useful in shared reviews, when participants can read each other's comments. They can also be used by review initiators to let reviewers know how their suggestions are being implemented. All replies appear in the popup note and are listed below the original comment. You can view the respective reply with the reply title and mark.

1. Replying to original comments in the pop-up note

- Using the Hand tool, Annotation Selection tool, or the corresponding comment tool > open the pop-up note for the comment.
- Right-click the original comment and select Reply this topic, or right-click the comment icon and select Reply.
- Type your reply in the text box that appears in the pop-up window.

2. Responding to other reviewers' comments

- Using the Hand tool, Annotation Selection tool, or the corresponding comment tool > open the pop-up note for the comment.
- Right-click other reviewer's comment and select Reply this topic.
- You will see a mark ⊟ at the top left corner of other reviewer's comment, and type your comments in the text box that appears next to the reviewer's comment.

3. Deleting the reply message

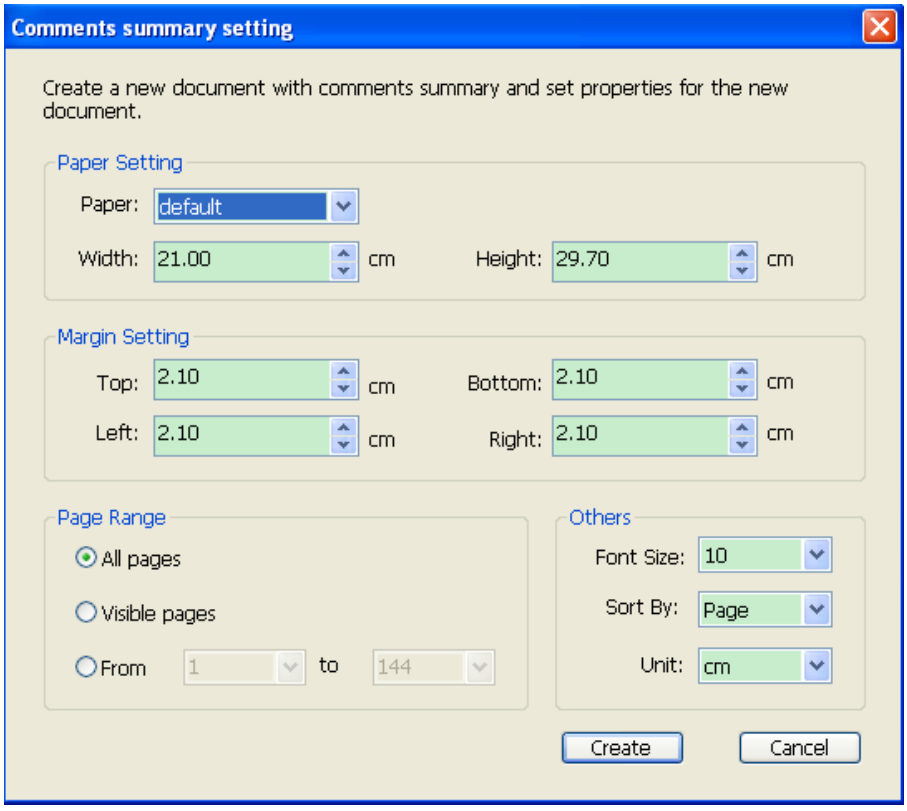
In the note pop-up window, right-click the Text message window and click Delete this topic.

Note: *Right-click the comment icon and select Delete will remove this markup but not the reply message.*

Summarizing comments

Summarizing comments is an easy way to obtain a synopsis of comments associated with the PDF. You can create a new PDF with comments when summarizing comments,. Comments summary could be sorted by page, author, date or type to satisfy different requirements. Moreover, you can set properties for new document such as paper size, margin, page range, font size, etc. in the Comments Summary Setting.

1. Choose Comments > Summarize Comments.
2. In Comments Summary Settings dialog box, please do the following:
   - Choose paper size, such as A4, A3, etc.
   - Specify the width and height of paper.
   - Set margin.
   - Specify page range.
   - Choose font size and how to sort comments.
   - Choose measure unit.
3. Click Create and then type name and specify location in pop-up Save As dialog box. Create a new PDF document with comments summary.



Importing & exporting comments

Please refer to "Importing & Exporting Comments Data".

Sending Annotated PDFs

Foxit Reader makes it easy for users to share reviews. You can send your annotated PDFs to any reviewers to see and respond to your comments.

To send an annotated PDF file, do the following:

- Click on the Save button to save all the comments you have made.
- Click on the Email button to send it out.

Chapter 6 – Forms

Foxit Reader is extremely useful for form filling and form designing. Please read below for more information.

General Information

There are two kinds of "form" files. First, is a PDF file with fillable fields, which enables you to fill the form directly by clicking the form fields without using other features. This is called an *Interactive PDF Form*. The other kind of form is a plain PDF file with lines and texts, which should be filled with the typewriter feature in Foxit Reader. This is called a *Non-interactive PDF Form*.

You will need to navigate and adjust views of a form in exactly the same way that you do in ordinary PDFs.

Interactive Form

For interactive forms, you will see a document message bar appear between the Reader toolbars and the form itself. To hide this message bar, please click the drop-down button and select Hide Document Message Bar. If you do not want to see it again when reopening this file, please choose Advanced > Form Utilities > Always Hide Document Message Bar. To show it, redo the steps.

The left side of the message bar typically informs you that this document is a fillable form. The right side of the message bar has some buttons. The first is a Highlight Fields button, which colors the backgrounds of all blanks to be filled in and outlines any required blanks, making it easy to see them at a glance. Check or uncheck it to meet your need.

The other button enables you to select what fields you want to highlight. Check All Fields to highlight all the interactive fields, or uncheck All Fields to select some certain fields to be highlighted.

See also
"Setting form display preferences".

Non-interactive Form

The document message bar will not appear. This kind of form acts like an ordinary PDF document that has plain text and you will need to use the Typewriter feature to fill in this form.

Filling in PDF Forms

PDF form operation: Foxit Reader allows you to fill in PDF forms and print them out. These basic features are free for both personal and non-personal usage. Moreover, Foxit Reader supports advanced form operations, such as saving filled-out forms and import/export forms.

Filling interactive forms

If a PDF form contains interactive form fields, you can fill in the form with the Hand Tool . When you place the pointer over an interactive form field, the pointer icon changes to one of the following:

- Pointing Finger -- Appears when the pointer is over a button, radio button, check box, or item on a list.
- Arrow -- Appears when you can select an item in a list of options.
- I-beam icon -- Appears when you can type text into the form field.

To fill in an interactive form, please do the following:

- If necessary, select the Hand tool .
- (Optional) To make form fields easier to identify, check the Highlight fields on the document message bar. Form fields appear with a colored background (yellow by default).
- Click in the first form field you want to fill in, either to select that option or

to place an I-beam pointer in the field so that you can start typing.

- Right-click the text fields, and choose Paste or Select All to do other operations.
- After making a selection or entering text, do any of the following:
  A. Press Tab or Shift + Tab to accept the form field change and go to the next or previous field.
  B. Press the Up arrow key to select the previous option in an item of list, or press the Down arrow key to select the next option.
  C. Press ESC to reset clear a form entry.

  Note: *If the current form field is a single-line text box, you can press Enter to accept your typing and deselect the field. You cannot start a newline in text box. If the current field is a check box, pressing Enter or Space bar turns the check box on or off. In a multiline text form field, pressing Enter creates a paragraph return in the same form field.*

- After you fill in the form fields, do one of the following:
  A. Click the submit button if one exists. Clicking this button sends the form data to a database across the web or over your company intranet.
  B. Click Save icon on toolbar, or choose File > Save.
  C. Choose File > Save As…, and specify a location for the copy.

Note: *If the form author gave Reader users extended rights, the saved copy will include the entries you made in the forms. Otherwise, the saved copy will be blank.*

- Print the form.

Clearing a form entry

Click one of the form fields, and use the Backspace key or Delete key.

Clearing unsaved form entries

Choose Forms > Reset form…

Clearing a form in a browser

Do either of the following:

- Select the reset form button if one exists. You can't undo this action.
- Quit the browser, and start again.

Note: *Clicking the web browser's Reload for Refresh button, the Back or Go Back button, or following a link to another page may not complete clear the form.*

Filling lengthy entries in forms

Some PDF forms can contain dynamic text fields, which changes the text you input in size to accommodate the text fields. The text appears smaller and smaller when the words you type exceed the current size of the field. When you're finished typing and the field is deactivated, the text field displays all of the typed text in smaller size.

Spell-checking form entries

You can spell- check the text you typed in form fields or Form Designer if the security settings allow.

If you have installed the Spell Checker, when you insert any English text in the form fields, the spelling errors will be highlighted and underlined with squiggly lines.

To spell-check entries, do the following:

- Right-click on the misspelled words, and you will see a list of suggested words.
- Choose one of the suggested words to correct your input or ignore the squiggly line.
- If all the suggested words are not the exact words you want to input, try to correct them with other words.

Filling non-interactive forms

If a PDF form contains non-interactive form fields, you can fill in the form with the Typewriter . When you place the pointer over a non-interactive form field, the basic pointer icon doesn't change.

Non-interactive PDF forms can be printed and filled in by hand. Or, you can click

the Typewriter icon or choose Comments > Typewriter Tools > Typewriter Tool to type information over the blank form fields and then save or print a copy of the completed form.

To use the Typewriter Tool to fill the non-interactive forms and spell-check the entries, please refer to "Using the Typewriter Tool" .

Commenting on forms

You can comment on PDF forms, just as on any other PDF. You can add comments only when the form creator has extended rights to the users.

Whether or not these comments are included when the form is submitted depends on how it is submitted. For example, if you use Foxit Reader to print the form for mailing or faxing, the comments do not appear. But if you attach the filled-in form to email as a complete PDF, the comments are included. Also, you can send the comments separately as an email attachment.

See also
"Comments".

Importing & exporting form data

Please refer to "Importing & Exporting Form Data".

Chapter 7 – Data Import & Export

Data in PDFs can be imported and exported to FDF files. FDF, namely Forms Data Format, a file format used for interactive form data, is used when submitting form data to a server, receiving the response, and incorporating it into the interactive form. It can also be used to export form data to stand-alone files that can be stored, transmitted electronically, and imported back into the corresponding PDF interactive form. In addition, FDF can be used to define a container for annotations that are separate from the PDF document to which they apply. Or sometimes, when you have to send a PDF file to others but do not want them to see your comments and form data, you may export all the data with this function, clear the file and send it to others. In this way, all the data you added can be removed.

There are two kinds of data that can be imported and exported: comment data and form data. You can also send the comment data or form data as FDF file to your clients or friends. The FDF does not only save all the data contents of the PDF documents, but also remembers their specific positions and status in the files.

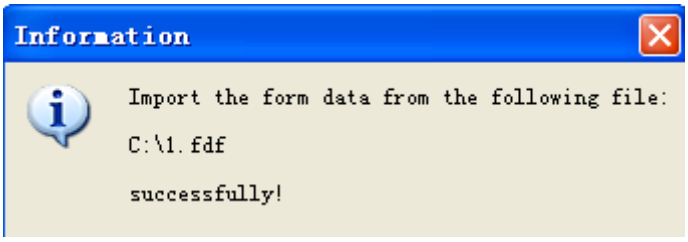
Importing & Exporting Comments Data

This feature is especially useful for PDF reviewing. When you receive an email invitation to a PDF review, the invitation typically includes the PDF as an attachment or provides a URL to the PDF. Alternatively, you may receive a Form Data Format (FDF) attachment. When opened, an FDF file configures your review settings and opens the PDF in a web browser. At this moment, you need to know how to import the comment data from the FDF file. Similarly, you may export comment data and send them as a FDF file to the other participants.

Importing comments data

Do one of the following:

- Double-click a FDF file to open it directly with Foxit Reader.
- Choose Comments > Import comments data… on the Menu Bar > navigate to where the desired FDF file is, select it, and press “Open”. You will be prompted that the comments data has been imported successfully.



Exporting comments data

To export comments data, please do one of the following;

- To export as a FDF
  A. Choose Comments > Exports comments data > To form data file (FDF)…
  B. You will be presented with a standard Windows "Save" dialog. Navigate to where you want to save the FDF file (e.g., your Documents folder), write its name and click Save button.
  C. You will be prompted that the data has been exported successfully.

- To export and send in an e-mail
  A. Choose Comments > Exports comments data > To Email address…
  B. Your default e-mail program will pop up, and the comments data will be exported as a FDF file and attached in the email automatically.
  C. Type the e-mail address and title > click Send.
  D. The comments in FDF will be sent separately.

Note: *The option of Export comments data will be available only when the comments have been added to the PDFs.*

Importing & Exporting Form Data

Importing and exporting form data is similar to importing and exporting comment data. However, this function is only for PDF interactive forms. All the options for importing and exporting form data will be unavailable when you open other ordinary PDFs or non-interactive forms.

To learn how to import and export form data, please view "Importing & Exporting Comments Data".

Chapter 8 – Advanced Editing on PDFs

Foxit Reader has brought in some new advanced features for PDF editing. You can even create bookmarks, add links, attach files, add images, play and insert multiple files, as well as run JavaScript on PDF files.

Creating Bookmarks

Bookmarks are navigational tools that make your PDF files easier to read. They are usually generated automatically during the PDF creation. Bookmarks in PDF files provide interactive links to a specific destination. The reader just needs to click on a bookmark to view the page in which the bookmark is linked.

Bookmarks are useful for users to mark a place in a PDF file so that users can return to it with ease. Or you may like to have your own bookmark structure and new bookmark names. Now with Foxit Reader, you can easily nest, edit, or delete bookmarks in a PDF file if the security settings allow.

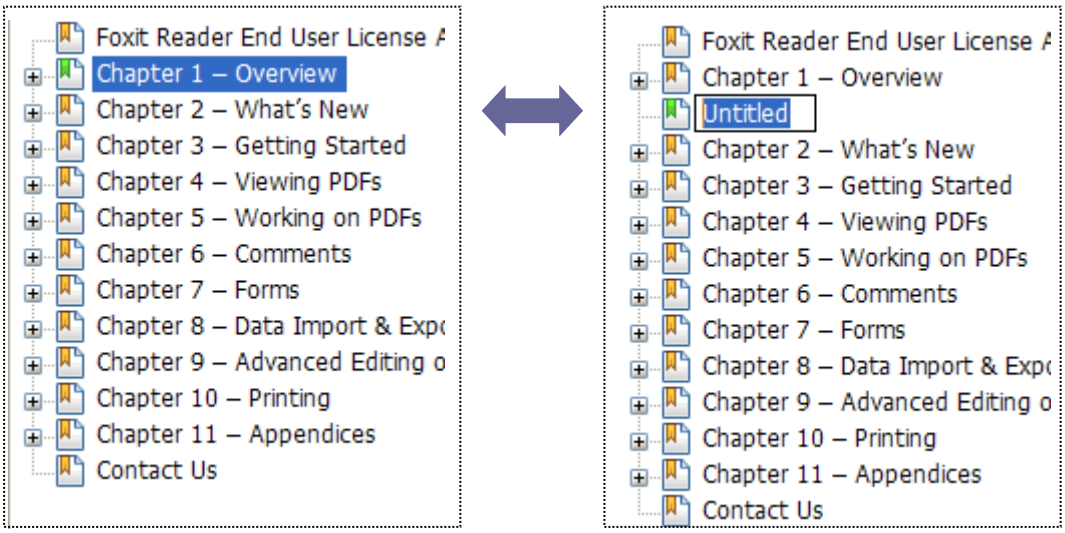
Adding a bookmark

1. Go to the page where you want the bookmark to link to. You can also adjust the view settings.

2. Use the Hand Tool to create the bookmark:

- To bookmark a portion of a page, adjust the view of the document if necessary, and move the portion into the center of the window.
- To bookmark selected text, use the Select Text Tool , right-click the selected text and choose Add Bookmark.

3. Select the bookmark under which you want to place the new bookmark. If you don't select a bookmark, the new bookmark is automatically added at the end of the bookmark list.



4. Click the New Bookmark icon at the top of the Bookmarks panel, or right-click the selected bookmark and choose Add Bookmark.

5. Type or edit the name of the new bookmark, and press Enter.

Moving a bookmark

Select the bookmark you want to move, and then do one of the following:

- Hold the mouse button down and then drag the bookmark icon directly next to the parent bookmark icon. The Line icon shows the place where the icon will be located.
- Right-click the bookmark icon and choose the Cut option > right-click the parent bookmark, and choose Paste after Selected Bookmark.

Note: *The bookmark links to its original destination in the document although it is moved.*

Organizing a bookmark hierarchy

A bookmark hierarchy is an outline or stratified structure that places some bookmarks within others. It is an efficient way to display a comprehensive list of bookmarks in a PDF file. In Foxit Reader, multilevel bookmark hierarchy can be defined by properly dragging the bookmark icon in the Bookmark panel.

Nesting a bookmark

Select the bookmark you want to nest, and then do one of the following:

- Hold the mouse button down and then drag the bookmark icon directly underneath the parent bookmark icon. The Line icon shows the place where the icon will be located.
- Right-click the bookmark icon and choose the Cut option > right-click the parent bookmark, and choose Paste under Selected Bookmark.

Note: *The bookmark links to its original destination in the document although it is nested.*

Moving a bookmark out of nested position

Select the bookmark you want to move, and then do one of the following:

- Hold the mouse button down and then drag the bookmark icon directly next to the parent bookmark icon. The Line icon shows the place where the icon will be located.
- Right-click the bookmark icon and choose the Cut option > right-click the parent bookmark, and choose Paste after Selected Bookmark.

Note: *The bookmark links to its original destination in the document although it is nested.*

Expand or collapse a bookmark

- Click the plus sign (+) next to the bookmark icon to show any children. Click the minus sign (-) to collapse the list.
- To select the bookmark for the displayed page of the PDF document, click the Expand the Current Bookmark button at the top of the Bookmarks panel. ***See Also:*** *To expand the current Bookmark*.

Editing a bookmark

In Foxit Reader, you are able to edit, change, or move the bookmarks with ease

if the security settings allow.

Renaming a bookmark

Right-click the bookmark you want to rename in the Bookmarks panel > choose the Rename option > type the new bookmark name.

Resetting a bookmark's destination

Do the following:

- In the document pane, move to the location you want to specify as the new destination.
- (Optional) Adjust the view magnification.
- Right-click the bookmark, and choose Set Destination.

Customizing the text appearance of a bookmark

You can change the font style or color of a bookmark to make it easier to read.

- In the Bookmarks panel, right-click the bookmark > choose Properties.
- In the Bookmark Properties dialog box, click the Appearance tab, and select the font style and color for the text.

Note: *After defining a bookmark's appearance, you can set it as bookmarks' default property by right-clicking the bookmark and then selecting the option of Use Current Appearance as New Default.*

Adding an action to a bookmark

Bookmarks can also perform actions, such as opening a file, executing a menu item, submitting a form, etc.

1. Right-click a bookmark, and choose Properties.
2. In the Bookmark Properties dialog box, click Actions.
3. Choose an action from the Select Action menu and click Add, and then do the following:

- Select Trigger – Specifies the user action that initiates an action: Mouse Up, Mouse Down, Mouse Enter, Mouse Exit, On Focus, or On Blur.
- Select Action – Specifies the event that occurs when the user triggers the action: Go to

a page view, Open/execute a file, Open a web link, Show/hide a field, Execute a named command, Submit a form, Reset a form, Import from data, and Run a JavaScript.

A. Go to a page view – designate to a specific page view. You can not only designate to a page in the current PDF, but also to the page in another PDF. Also, you may change the current zoom setting and then set the position.

To go to a page view, choose this option, click Add button and do one of the following:

✧ Set the position in current document – scroll the current document, go to a new position where you want to set and click Set this position.

✧ Set the position in another PDF document – click the Open button on the toolbar > select the PDF you want to set position > scroll this document and go to a position where you want to set > click Set this position.

Note: *The new PDF document should be opened in the existing window but not a new window.*

✧ Change the view magnification -- scroll in the current document or another document > go to a new position where you want to set > change the magnification of the position > click Set this position.
✧ Click Cancel to revoke your operation.

B. Open/execute a file – designate to open another file. To do this, please follow the steps below:

✧ Choose Open/execute a file > click Add button > select the destination file and click Select.

C. Open a web link – designate to open a web link. Do the following:

✧ Choose Open a web link > click Add button > enter the URL of the destination web page.

D. To show/hide a field, select the option > click Add… > choose to show or hide the selected button when the user triggers the action, and click OK.
E. To execute a named command, select the option > click Add… > select one of the named commands in Execute a named command dialog box, and click OK.
F. To submit a form, select the option > click Add… > choose the submission method, decide which fields should be submitted, and click OK.
G. To reset a form, select the option > click Add… > select the fields that will be reset, and click OK.
H. To import form data, select the option > click Add… > choose the FDF file that

contains the form data you want to import, and click Open.

I. To run a JavaScript, select the option > click Add… > Enter JavaScript, and click Save and Close.

- Actions – Displays the list of triggers and actions that you have defined.
- Up and down buttons – Change the order in which the selected action appears listed under the trigger. (Available only when you have defined multiple actions for the same trigger.)
- Edit – Opens a dialog box with specific options for the selected action. You can also double-click the actions to open a dialog box.
- Delete – Removes the selected action.

Deleting a bookmark

To delete a bookmark, please do one of the following:

- Select the bookmark you want to delete and click the Delete button at the top of the Bookmarks panel.
- Right-click the bookmark you want to delete and choose Delete.

Note: *Deleting a bookmark deletes all the bookmarks that are subordinate to it.*

Adding Links

You may add rectangle or quadrilateral links to a PDF file and specify their destination, which can be a page view, a named destination, an external file, or a web page. Also, you are able to change the appearance of the link, including the thickness, border style and color of the lines when you create them. This function helps you to lead the readers to related articles, references, or the intended web page.

General speaking, there are two options of links for you: rectangle link tool

and quadrilateral link tool in Foxit Reader.

Adding a rectangle link

Rectangle Link Tool enables you to add a link with the shape of rectangle on the PDFs.

To add a rectangle link, please do the following:

- Click the Rectangle Link Tool on toolbar, or choose Edit > Links > select Rectangle Link Tool on Menu Bar.
- Position the cursor on the place you want to add the link, hold and drag your mouse button to draw a rectangle.

Tips: To draw a square link, press Shift key when you hold and drag your mouse button.

- Pops up a dialog named as Create Link. Choose the appearance and destination of the link.

➢ ***Appearance***

A. Thickness – the thickness of the four sides of the rectangle. The higher of the value, the thicker of the sides. You can choose the thickness from 0-12, while the default is 1.
B. Border Style – the style of the rectangle's border. There are three types of the border styles:

Solid: the border is solid, but not hollowed out.
Dashed: the border is drawn as a dashed line.
Underline: the sides are visible except the underline.

Solid Style **Dashed Style** **Underline Style**

Three types of border styles

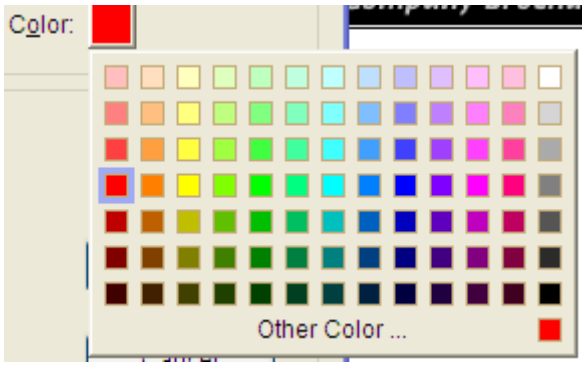
C. Highlight – the effect when you click the rectangle link. There are four types of the highlighting effects:

None: doesn't change the appearance of the link.
Invert: changes the link's color to its opposite.
Outline: changes the link's outline color to its opposite.
Inset: creates the appearance of an embossed rectangle.

None **Invert** **Outline** **Inset**

Four types of highlight

D. Color – the border color of the rectangle. Click the color button to choose any colors you like, or you may choose Other Color to add a customized color. The default color is red.



Choose the color

➢ ***Destination***

The destination refers to any point or location, for example, a web page, a named file or position the link goes to. There are four options for you to choose:

A. Go to a page view – designate the link to a specific page view. Not only can you designate the link to a page in the current PDF, but you can also set the link to the page in another PDF. Also, you may change the current zoom setting and then set the position.

To go to a page view, choose this option, click the Next button and do one of the following:

✧ Set the position in current document – scroll the current document, go to a new position where you want to set and click Set this position.

✧ Set the position in another PDF document – click the Open button on the toolbar > select the PDF you want to set position > scroll this document and go to a position where you want to set > click Set this position.

Note: *The new PDF document should be opened in the existing window but not a new window.*

- ✧ Change the view magnification -- scroll in the current document or another document > go to a new position where you want to set > change the magnification of the position > click Set this position.
- ✧ Click Cancel to cancel out of your operation.

B. Go to a named position – designate the link to a named position that has been set by creator of the current document.

To go to a named position, choose this option and click the Next button > select a named position for the pop-up list > click OK.

Note: *An empty pop-up list indicates that no position has been named by the document's creator.*

C. Open/execute a file – designate the link to open another file. To do this, please follow the steps below:

- ✧ Choose Open/execute a file > click the Next button > select the destination file and click Select.

D. Open a web page – designate the link to open a web page. Do the following:

- ✧ Choose Open a web page > click the Next button > enter the URL of the destination web page or click the drop-down button to select a web site you have opened before.

E. Others (use action property page) – add an action to the link. Please refer to "Adding an action to a bookmark" for more details.

Adding a quadrilateral link

Rectangle Link Tool enables you to add a link with the shape of quadrilateral or triangle on the PDFs.

To add a quadrilateral link, please do the following:

- Click the Rectangle Link Tool on toolbar, or choose Edit > Links > select Quadrilateral Link Tool on Menu Bar.
- Position the cursor on the place you want to add the link > click to start the beginning of the quadrilateral > move and click to draw each side > click or double-click to finish.

- Follow the steps specified in the section of "Adding a rectangle link".

Moving or resizing a link

You can move and resize the link after you create it.

- Select one of the link tools or the Annotation Selection Tool , and then move the pointer over the link so that the handles appear.
- Do one of the following:

  A. To move the link, drag it to the desired area.
  B. To resize the link, drag any corner point to adjust.

Deleting a link

- Select one of the link tools or the Annotation Selection Tool , and then move the pointer over the link so that the handles appear.
- Select the link you want to delete.
- Press the Delete key.

Attaching Files

You can attach PDF files and other types of files to a PDF. If you move the PDF to a new location, the attachments move with it. Attachments may include links to or from the parent document or to other attachments.

There are two options for you to add an attachment: attaching a file as a comment and attaching a file. An attached file as a comment will appear in the page with the File Attachment icon by default, while the attached file acts invisible and only can be seen when you click the File Attachment icon.

Adding a file as a comment

Do the following:

- Click the Attach a file as a Comment button on the toolbar or choose

Comments > Attach a file as a comment.

- Position the pointer to the place where you want to attach a file as a comment > click the selected position.
- In the Add Attachment dialog box, select the file you want to attach, and click Open.

Note: *If you try to attach certain file formats (such as EXE), Foxit Reader warns you that your attachment is denied because of your security settings.*

- The File Attachment Icon appears at the place you designated.

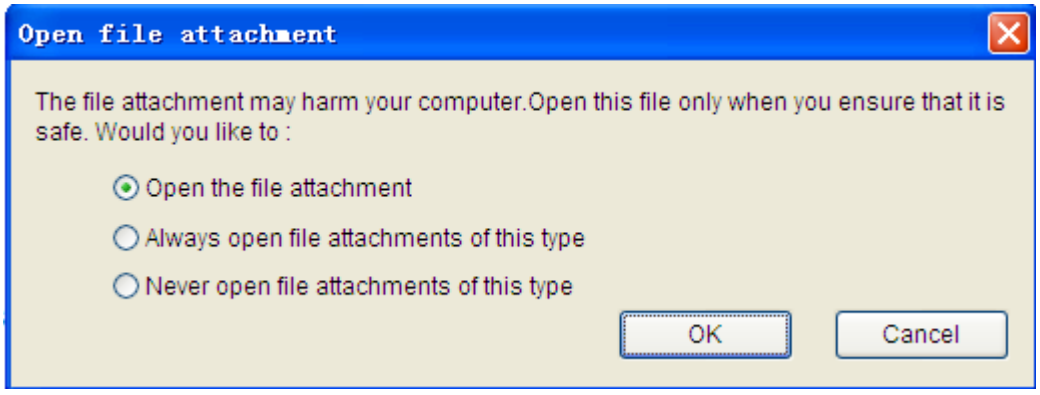
Working on the attachment comment

You can open the attachment, add a description, move and delete it, and set the preferences.

Opening an attachment

Select the Hand Tool , Annotation Selection Tool or the Attach a file as comment button , and do the following:

- Double-click the File Attachment icon .
- In Open file attachment dialog box, select one of the three options and click OK.



Open file attachment dialog box

A. Open the file attachment – open this file attachment, and the dialog box

will always pop up when you double-click the File Attachment icon.

B. Always open file attachments of this type – open this file attachment, and the files of this type will be opened automatically when you double-click the File Attachment Icon next time.
C. Never open file attachments of this type – forbid to open the file attachments of this type. Whenever you double-click the File Attachment Icon, the files of this type will be forbidden to open and you'll be prompted that "File attachment of this type cannot be opened because of your security settings".

See also
"Doing security settings".

- Save the PDF.

Moving a file attachment icon

Select the Hand Tool , Annotation Selection Tool , or the Attach a file as comment button , click and drag the File Attachment Icon to move it to other place.

Deleting an attachment comment

Select the Hand Tool , Annotation Selection Tool , or the Attach a file as comment button , and do one of the following:

- Right-click the File Attachment icon and choose Delete.
- Click the File Attachment icon and press Delete key.

More options with an attachment comment

You are able to work on the attachment comment just like an ordinary comment, including set status, mark with checkmark, open popup note and add some descriptions, reply to the comment, and change the icon's appearance. For all the operations, please refer to "Chapter 5 – Comments".

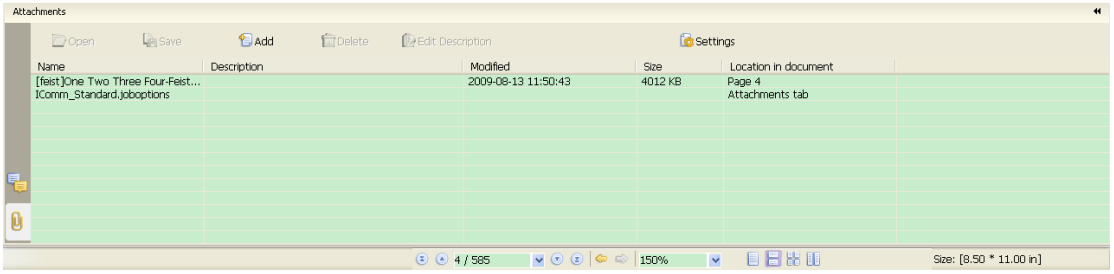
Adding a file

Do the following:

- Click the Attach a file button on toolbar, or choose Edit > Attach a file.
- In the Attachments dialog box, click Add button > select a file you want to attach and click Open > click the Close button at the top right corner of the dialog box.
- Save the PDF.

Working on the attachments

You can open, save, delete and edit settings to the attachments.



The Attachments panel

In the Attachments panel, there are a number of options as follows:
Open – opens the attachment you select.
Save – saves the attachment you select to a new file.
Add – adds a file to the current PDF.
Delete – deletes the attachment you select.
Edit Description – edits the description to the attachment you select.
Settings – changes the security settings when you open an attachment. For the details, please refer to "Doing security settings".

Opening an attached file

- Choose View > Navigation Panels > Attachments to open the Attachments panel.
- Select one of the attachments > click the Open button in the Attachments panel.

Note: *Only one attachment can be chosen at a time.*

Saving an attached file

This option provides you a chance to save as the attachment to a new file.

- Choose View > Navigation Panels > Attachments to open the Attachments panel.
- Select one of the attachments > click the Save button.
- Navigate the filename and location > click Save.

Deleting an attached file

- Choose View > Navigation Panels > Attachments to open the Attachments panel.
- Select one of the attachments > click the Delete button.

Doing security settings

To change the security settings you have set when you open the attachment file as a comment, Choose View > Navigation Panels > Attachments to open the Attachments panel. Click the Settings button in the Attachment panel and do one of the following:

- To add a new extension, click the Add button to input the file extension in the Security Settings dialog box.
- To delete an extension, click one of the existing extensions and click the Delete button.
- To change the settings of how to open the attachments of the type, choose one of the three options listed.

Adding Images

You can specify a rectangle on any part of a PDF page and then insert an image into that rectangle. This feature is helpful when you want to explain or show something more dynamically. For example, a section of an article you are reading needs an explanation, and you realize that maybe an image will be the best answer. You can add an image with the image tool in Foxit Reader.

Adding an image

You can add an image to a PDF with the Image Tool . After you insert a new image, you can adjust its size and position, change the appearance and other settings, etc.

To add an image, do the following:

- Click the Image Tool on toolbar, or choose Edit > Add Image.
- Drag a rectangle on the page to define the canvas area for the image.
- In the Add Image dialog box, click the Browse button to select the image that you want to insert and click the Open button. You will see the URL of this image has been added to the Location field.
- (Optional) If you find that you chose the wrong image, click the Browse button again to select the correct one.
- Click the Advanced button to edit the setting of the image.

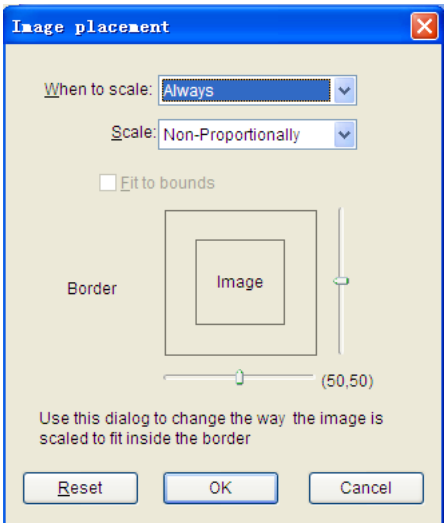


Image placement dialog box

A. When to scale – choose when to scale the image you insert. There are four options:

Always: scale the image to fit the rectangle you draw.
Icon is too Big: zoom out the image to fit the rectangle if the former one is
bigger than the latter one, or show the image with its original size.
Icon is too Small: zoom in the image to fit the rectangle if the former one is
smaller than the latter one, or show the image with its original size.

Never: never scale the image. Show the image with its original size all the time.

B. Scale – choose to scale the image non-proportionally or proportionally. This option will be disabled when you select Never in the field of When to scale.

Non-proportionally: scale the image to fit the rectangle when the magnification is changed.
Proportionally: scale the image in its proportion.

C. Fit to bounds – check this option to scale the image to fit fully within the bounds of the rectangle without taking into consideration the line width of the border.

D. Border – drag and move the scroll bar to change image's position in the rectangle. The coordinates change when you move the scroll bar.

- Click OK for your changes to take effect, or click Reset to reset the data to the original settings.
- To rotate the image, click and select one of the options.
- Click OK.

Moving and resizing an image

You can move and resize an image after inserting.

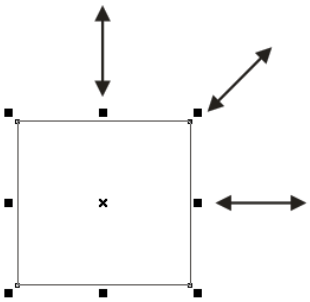
Moving an image

- Select the Annotation Selection Tool or the Image Tool , put the pointer over the image so that the handle appears.
- Click and drag the image to another place you like.

Resizing an image

- Select the Annotation Selection Tool or the Image Tool , put the pointer over the image so that the handle appears, and click the image.

- Place the cursor on any corner point. Pointer changes into the cursor showing the direction at which the rectangle will be resized.



To resize the image

- Drag the cursor outside, it will increase the size of the rectangle proportionally. Drag the cursor inside, it will decrease the size of the rectangle proportionally.

Setting properties of an image

- Double-click the image, or right-click it and select Properties…
- In the Settings tab, follow the steps in "Adding an image".
- In the Appearance tab, do any of the following:

A. Annotation is hidden from view – check the option to make the image you inserted invisible or uncheck the option to lay the image over the content of PDF.

B. Border – change the type, width, style and color of the rectangle's border.

Type: choose to show the rectangle's border or not. Selecting No border disables the options of Width, Style and Color.
Width: choose the width of the border.
Style: choose the style of the border line, solid or dashed.
Color: change the color of the border. Click the color button to select any color you like, or click Other Color to choose a customized color.

- (Optional) Check Locked to avoid modifying your settings.

Deleting an image

- Select the Annotation Selection Tool or the Image Tool , put the pointer over the image so that the handle appears, and click the image.
- Press Delete or right-click the image > Edit > Delete.

Working with multiple images

Selecting multiple images

- Select the Annotation Selection Tool or the Image Tool .
- Press and hold Shift or Ctrl and click the images you want to edit.
- To select all images, right-click an image > Edit > Select All.

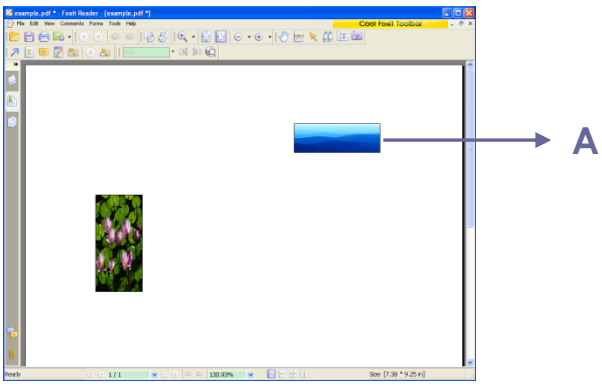
Aligning images

You can align the selected images left, right, top, bottom, vertically or horizontally. Select one of the image as the anchor, the rest of the images will be placed respectively to the left edge, right edge, top edge, bottom edge, vertical axis or horizontal axis of the anchor image.

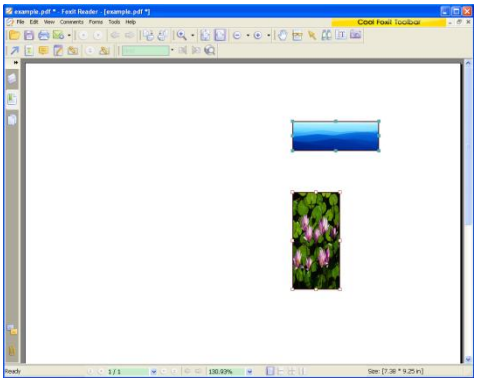
- Select two or more images that you want to align.
- Right-click the anchor, and then choose a command as follows:
  A. To align a column of images, choose Left, Right, or Vertically to align them respectively to the left edge, right edge, or vertical axis of the anchor image.
  B. To align a row of images, choose Top, Bottom, or Horizontally to align them respectively to the top edge, bottom edge, or horizontal axis of the anchor image.

Note: *The align menu commands move the other selected images to line up with the edges of the anchor image.*

Below is an example:



A. Suppose that you want to set A as the anchor image.

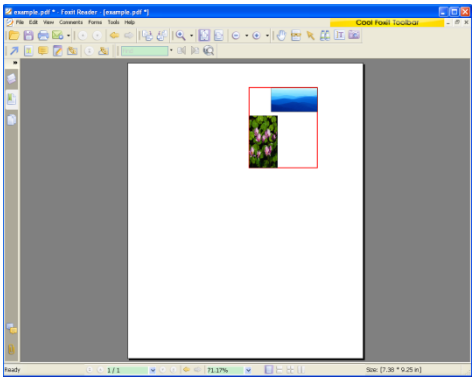


B. Select these two images > right-click A and choose Align > Left. You will see the other image is placed to the left edge of A.

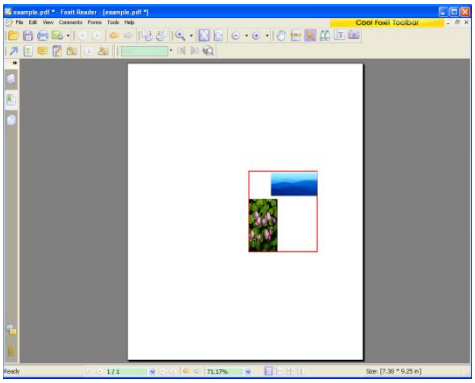
Centering images

This function enables you to center the rectangle enclosed by the images you select vertically, horizontally or both.

Below is an example:



A. Select two images. You can see these two images consist of an area with the shape of rectangle (marked with red).



B. Right-click one of the images > Center > Vertically. You will find that the red rectangle is aligned vertically in the page.

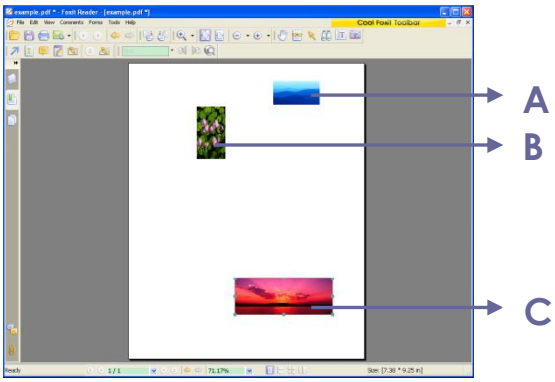
Distributing images

This function will be available when selecting three or more images.

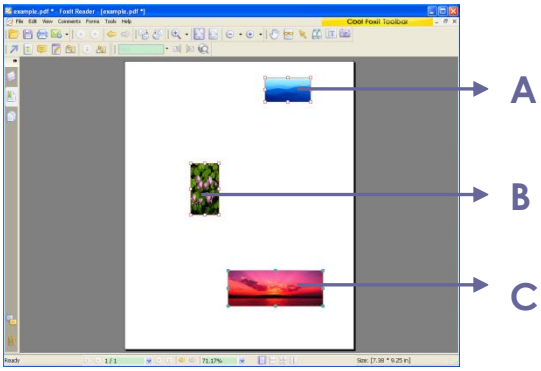
- To distribute the images evenly between the topmost and bottommost images, choose Distribute > Vertically.
- To distribute the images evenly between the leftmost and rightmost images,

choose Distribute > Horizontally.

Below is an example:



A. Select three images A, B and C. A is the topmost image and C is the bottommost image.

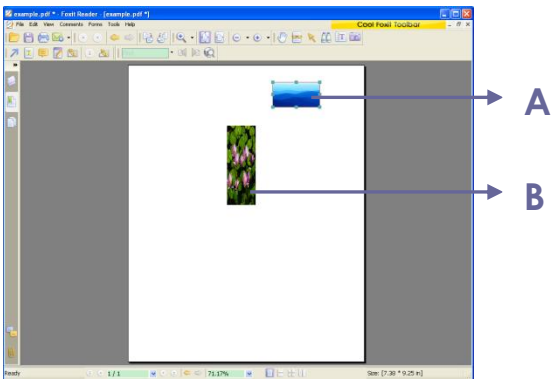


B. Right-click any one of the images > Distribute > Vertically. And you will see that B is distributed evenly between A and C.

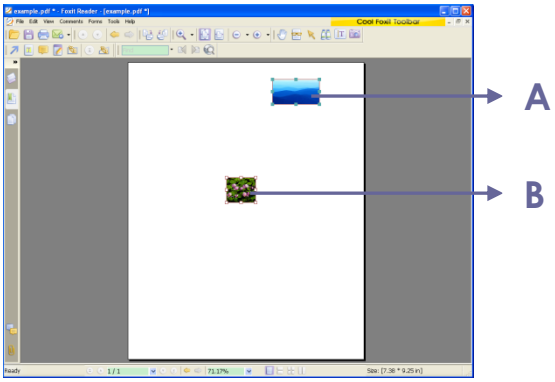
Resizing images

You can adjust multiple images with the same height, width, or both. Select one of the images as the anchor, and the rest of the images will be resized with the same height or width as that of the anchor image.

Below is an example:



A. Select images A and B. Suppose that you want to set A as the anchor image.



B. Right-click A > Size > Height. And you will see that the height of B is resized to be the same as that of A.

Setting properties of multiple images

- Select multiple images > right-click one of them > Properties…
- A dialog pops up with an Appearance tab. Follow the steps specified in "Setting properties of an image".

Adding Multimedia

Foxit Reader not only support playing multimedia in PDFs, but only allows users to add and edit multimedia files to a PDF. In Foxit Reader, you can add movies and sounds to PDFs.

Movie Tool in Foxit Reader add movies and sounds to your PDF documents and create a multimedia PDF experience. Adding movies or sounds to PDFs is as easy as inserting an image. "Movies" are desktop video files with formats such as AVI, QuickTime, and MPEG, and file extensions such as .avi, .wmv, .mov, .qt, .mpg, and .mpeg. An animated GIF file always has a .gif file extension, while "Sounds" are like midis, wavs, and mp3 files.

You can also provide different renditions of the movie to play if the users' settings vary. For example, you may want to include a low-resolution rendition for users with slow Internet connections.

Note: *If an alert message tells you that no media handler is available, you must install the appropriate player before you can add clips to the PDF. For example, you must install QuickTime if you want to embed an MOV file in a PDF.*

Adding movies or sounds

1. Click the Movie tool on the toolbar, or choose Edit > Add Movie.

2. Press and hold mouse button down, drag to select an area on the page where you want the movie or sound to appear. For movies, the play area is the exact size of the movie frame.

3. In the pop-up Add Movie dialog box, you will see some options listed below:

- Location: click the Browse button to select the movie file you want to insert.
- Content type: the type of the media you insert. It is selected automatically. But you can also specify the clip type if you want. Please note that changing the Content Type setting may cause problems playing the media.
- Embed content in document: includes the media file into the PDF file. This option will increase the file size of the PDF. It is selected by default. If the check box is cleared, you will not be able to play it if you open this PDF file on other computers.
- Poster Settings: choose whether to display an image in the play area when the movie isn't playing. You can choose to use no poster, retrieve poster from movie, or create poster from file.

Editing the play area

After adding a movie or a sound clip, you can move, resize or delete the play area easily.

- Choose the Annotation Selection Tool , the Movie tool . Click the play area to select it.
- To move the clip, hold down the left mouse button and drag the clip to a new location on the page.
- To resize the clip, place the cursor on any corner point. When the pointer changes into the cursor showing the direction at which the rectangle will be resized, drag one of the corners of the frame to your intended size. Holding down the Shift key retains the movie clip's proportion.
- To delete the clip, simply select it and press Delete, or right-click the clip > Edit > Delete.
- To align, center, distribute, or size multiple clips, please refer to Working with multiple images.

Setting multimedia properties

In Foxit Reader, you can specify properties for the multimedia files you added, such as the appearance of a movie's play area, whether the movie plays once or continuously, create alternate renditions, etc.

To set multimedia properties, please do the following:

- Select the Movie tool or the Annotation Selection Tool .
- Double-click the play area or right-click the play area > Properties.

The pop-up Multimedia Properties dialog box has a Settings tab and an Appearance tab. Also, there are two items on every tab:

- Locked – When selected, prevents any further changes to any multimedia properties.
- Close – Applies and saves the current properties, and closes the multimedia properties dialog box.

Note: *If you select Locked on any tab, it will lock all options for this multimedia file, but not just the options on that tab.*

1. Settings tab for the multimedia properties

The Settings tab in multimedia properties contains the following options:

- **Annotation Title** -- Enter the title of the movie or sound in the Annotation Title box. This title does not determine which media file is played.
- **Alternate Text** -- Enter a description of the media file in the Alternate Text box.
- **Renditions** – Allows you to create alternate or other renditions to ensure that users can play the movie or sound clip on their systems.

A. List Renditions for Event -- You can assign different renditions to different actions but Mouse Up is chosen by default. Mouse Up means that when the mouse button is clicked and released, the rendition is played.

B. Add Rendition – There're three ways for you to choose:
Use a File: Double-click the file you want to add to the rendition list. The content type is selected automatically.
Use a URL: Type the URL and select the content type.
By Copying an Existing Rendition: Select the rendition you want to copy.

C. Edit Rendition – When clicking the Edit Rendition button, the Rendition Settings dialog box appears, which allows you to specify the playback location, and other settings to differentiate it from other renditions.

Media Settings -- Specifies the general properties for the movie or sound clip:

- **Rendition Name:** Enter the name for the rendition, which will appear in the list of renditions. (This name does not determine which media file is played.)
- **Media Clip Location:** Specify the clip by typing or navigating to it.
- **Content Type**: Will be selected automatically when you specify the clip location. Changing the Content Type setting may cause problems playing the media.
- **Embed content in document:** Includes the media file into the PDF file. This option will increase the file size of the PDF. It is selected by default. If the check box is cleared, you will not be able to play it if you open this PDF file on other computers.
- **Rendition Alternate Text:** Type a description of the rendition.
- **Allow temp File:** Specify whether writing a temp file is allowed and when. Some media players write a temp file when they play a movie or sound clip. If you want to prevent users from easily copying the media content in a secure document, you may want to disallow the creation of temp files. However, selecting this setting may prevent the movie from being played by media players that require the use of temp files.

Playback Settings – Use this tab to determine how the movie or sound clip is played.

- **Keep Player Open:** Select whether you want the player to close after it plays the movie or sound clip.
- **Volume:** Lets you specify how loud the movie will be played.
- **Show Player Controls:** Select to display a controller bar at the bottom of the play area allowing users to stop, pause, or play the media, provided the media player supports player controls.
- **Repeat:** Lets you replay a clip two or more times, or continuously.
- **Player List:** Click Add to specify a player and the settings that are required, preferred, or disallowed to play the movie or sound clip. Select the name of the player and the status. If you set the status of more than one player to Required, only one of the required players may be used to play the rendition. If you set the status of players to Preferred, these players are selected over nonpreferred players (but not over required players). If you set the status of players to Disallowed, they are not used to play the rendition.
- **Add/Edit/Delete button:** Allows you to add a new player, as well as edit or delete the selected player in the Player List.

Playback Settings – Determines whether a movie or sound clip is played in the PDF, remains hidden while played (recommended for sound clips), is played in a floating window, or is played full screen. The options for Floating Window Settings are unavailable except you choose Floating Window.

- **Playback Location:** Selects the location for playing a movie or sound clip.
- **Background Color:** Selects the background color for the media player.
- **Show title bar:** Selects to show or hide title bar when playing the media in a floating window.
- **Show control closing window:** Selects to show or hide the close button at the top right corner in a floating window.
- **Title Text:** Adds a title for the media that will be showed on the title bar when playing the media in a floating window.
- **Resize:** Allow or forbid users to resize the floating window. There're three options for you to choose: Don't allow user to resize window, Allow user to resize window but maintain original aspect ratio, or Allow user to resize window.
- **Window Position:** The window position is determined relative to the document window, application window, the virtual desktop or document monitor.
- **Width/Height:** Specifies the width and height of the floating window.
- **If Window is Offscreen:** Selects to play, do not play, or move window onto screen to play the media file if the floating window is offscreen.

D. Remove Renditions – Deletes the selected renditions.

E. Up/Down – Arranges the order of the renditions. If the first rendition cannot be played, the next available rendition is played.

2. Appearance tab for the multimedia properties

In the Appearance tab, do any of the following:

- **Annotation is hidden from view** – Check the option to set the media file you inserted invisible or uncheck the option to lay the media file over the content of PDF.
- **Border** – Change the width, style and color of the media file's border.

A. Width -- Choose the width of the border.
B. Style -- Choose the style of the border line, solid or dashed.
C. Color -- Change the color of the border. Click the color button to select any color you like, or select Other Color to choose a customized color.
D. Change Poster – Choose to use no poster or a specified poster for the media file.

3. Actions tab for the multimedia properties

Please refer to "Adding an action to a bookmark".

Running JavaScript

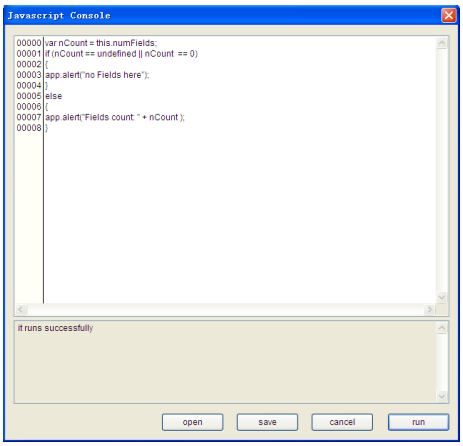
JavaScript is a dynamic, prototype-based language with first-class functions, which serves as a means to easily create interactive web pages. In Foxit Reader, you can easily integrate this level of interactivity into your PDF documents.

With Foxit Reader, you can invoke JavaScript code using actions associated with documents, bookmarks, links, and pages. Foxit Reader provides two options for you to do it – JavaScript Console and Document JavaScript. The JavaScript Console provides an interactive and convenient interface for testing portions of JavaScript code and experimenting with object properties and methods. The Document JavaScript command lets you create document-level JavaScript actions that apply to the entire document.

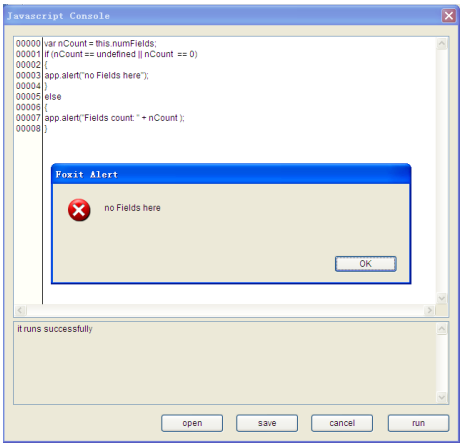
Using JavaScript Console

JavaScript Console is a control panel for the execution and debugging of JavaScript code. Serving as a debugging aid, it is quite useful for displaying debug messages and executing JavaScript.

To active the JavaScript console, select Forms > JavaScript Console, and do the following:



A. In the pop-up Javascript Console dialog box, type your JavaScript code, or click Open and select one of the file with js format.



B. Click Run button to run your JavaScript code. You will be prompted that the code has run successfully. When the code goes wrong, it gives you an error message.

You can click Save to save a copy of your JavaScript code, or click Cancel to revoke your operation.

Using Document JavaScript Command

Document JavaScripts are variable and function definitions that are generally useful to a given document, but are not applicable outside the document.

- Variable definitions: Define variables at the document level to make them visible to any executing script.
- Function definitions: Define functions at the document level that support the user interaction with the document. These functions may be utility functions for handling common tasks for string or number manipulation, or functions that execute lengthy scripts called by actions initiated by a user interacting with form fields, bookmarks, page changes, etc.

To create or access document level scripts in Foxit Reader, select Forms > Document JavaScript… The pop-up Java Script Functions dialog box enables you

to add, modify, or delete document level scripts. All the document level scripts are stored within the PDF document.

In Java Script Functions dialog box, you will see the following buttons:

- Close – Closes the dialog box.
- Add – After typing a new Script Name, a JavaScript Editor dialog box pops up. You can create and edit document level scripts here. To change the font of JavaScripts, click the Font button.
- Edit – The JavaScript Editor dialog box pops up, enabling you to modify the JavaScripts you create.
- Delete – Deletes the document level scripts.

Chapter 9 – Printing

Printing is a process for reproducing text and images. When you have finished reading a helpful article or designing a PDF form, you may need to send it to an inkjet or laser printer and print it out with custom page sizes. With this section, you can get the help to set options in the Print dialog box to ensure that the finished document appears as intended.

How to print a PDF document?

1. Make sure you have installed the printer successfully.

2. Click the Print button on toolbar, or choose Print from the File menu.

3. Specify the printer or plotter, page range, number of copies, and other options.

4. Click to Print.

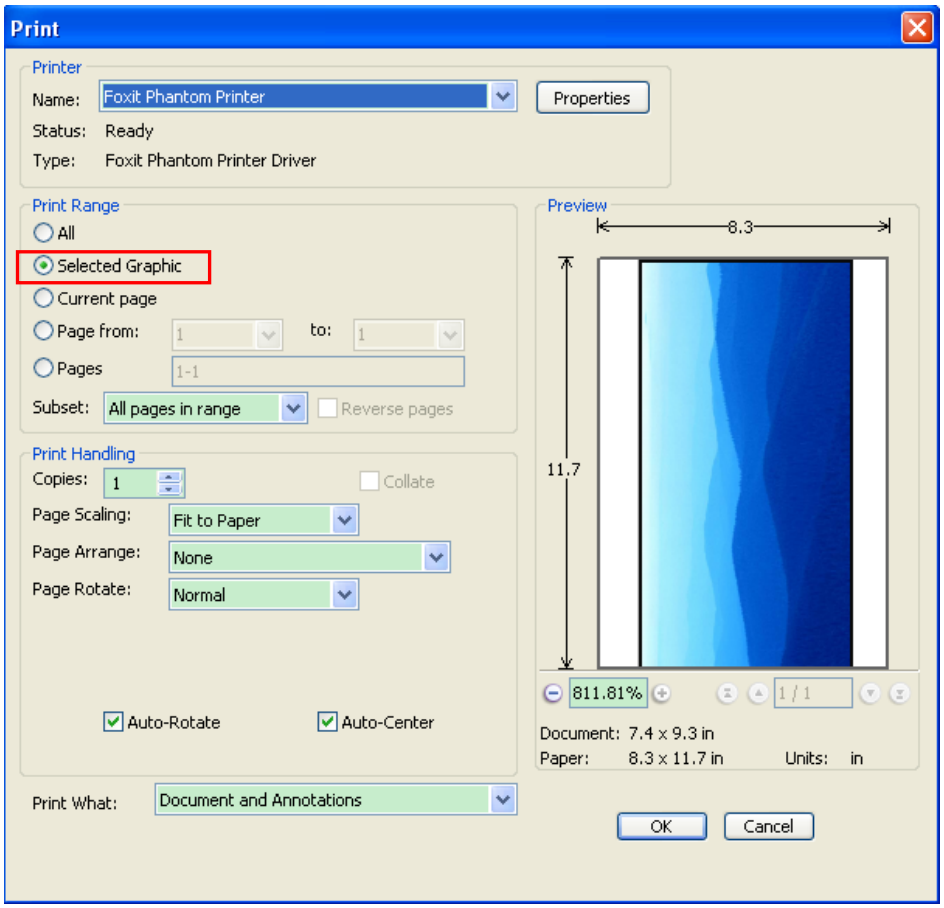
From the File menu, there are two actions related to printing:

- The **Page dialog** provides the desired printing options and does the actual printing.
- The **Print Setup dialog** determines the printer and paper size to be used.

Printing a portion of a page

To print a portion of a page, you need to refer to the Snapshot tool .

- Select the Snapshot tool by choosing Tools > Snapshot or click the Snapshot tool on the Basic Toolbar.
- Drag around the area you want to print.
- Right-click in the selected area > choose "Print", and then refer to the Print Dialog.

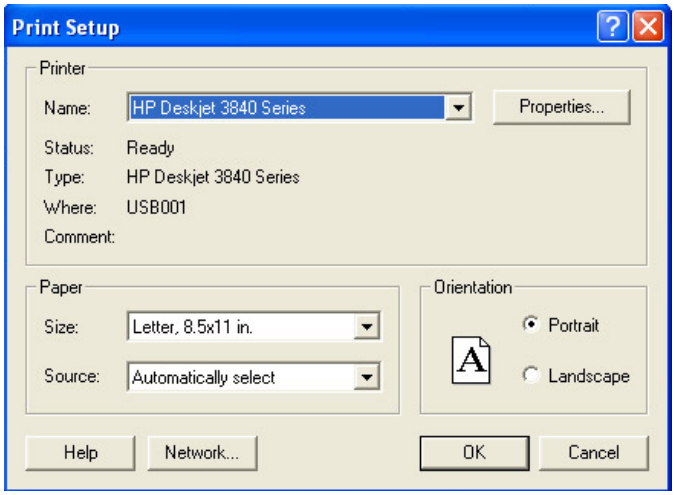


Print a portion of a page

Print Setup

The Print Setup dialog allows you to select a printer and paper to be used. You can also change printer options like paper size and orientation in this dialog box.

To invoke the standard printer setup dialog, choose File > Print Setup… The following are the options in Print Setup dialog box:



The Print Setup Dialog Box

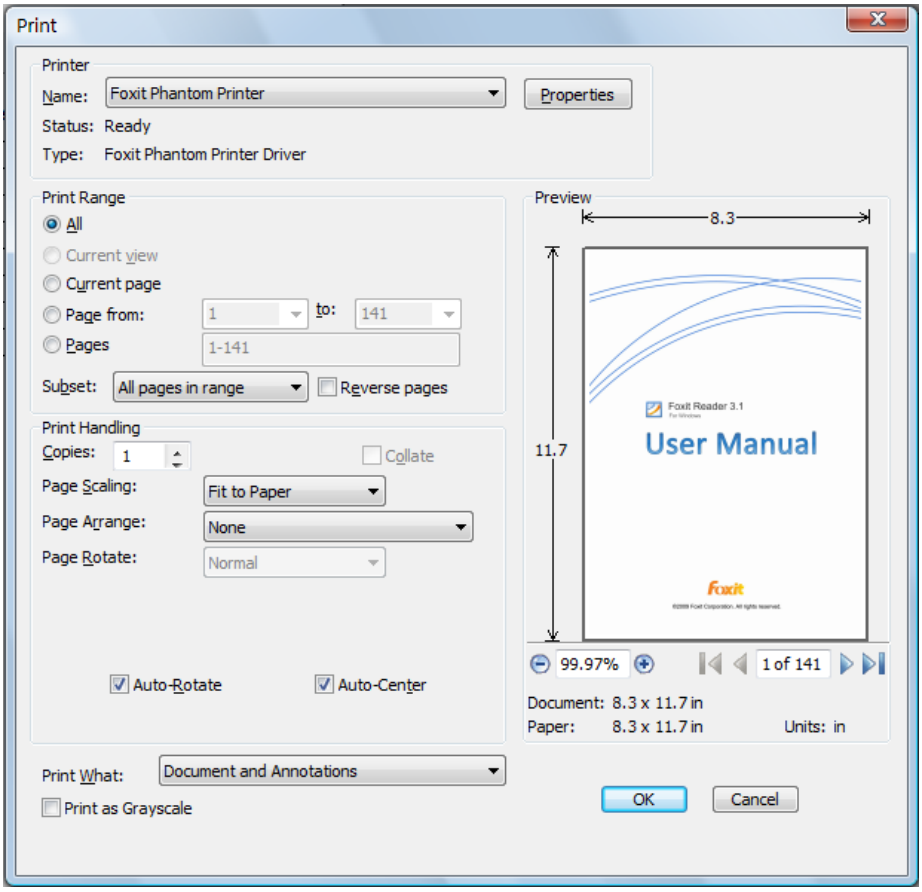
- Name -- You can select your printer from the list of installed printers. To configure advanced options of the printer, click on the Properties button. This will display printer specific options.
- Paper Size -- The size of the paper used by the printer. Some printers have many paper sizes (letter, legal, A3, A4, etc.), you can select the paper size you want.
- Paper Source -- The source is the paper tray that will be used to feed the printer. Auto Select selects the default source.
- Orientation – Determines to print the document in Portrait (vertical) or in Landscape (horizontal) position.
- Network -- If you are connected to multiple printers, you can click this button to select the printer. Once you have selected the printer, you can then specify the paper size and page orientation.

Print Dialog

The print dialog is the final step before printing. You can modify the printer in this dialog as well. Be aware that changing the printer may affect the page setup if the new selected printer has a different paper size, for instance.

The Print dialog allows you to make a number of changes about how your document prints. Follow the step-by-step descriptions in Print dialog box.

To open the Print dialog box, choose File > Print…or right-click the tab and select "Print Current Tab" if using Multi-Tab browsing.



The Print Dialog Box

- Name -- You can select your printer from the list of installed printers. To configure advanced options of the printer, click on the Properties button. This will display printer specific options.

- Print Range – This option lets you print different parts of a PDF document. You can specify to print all pages or some certain ones.

  All – Prints all pages of a PDF document.
  Current view – Prints the page area (including text, comments, images, tables or a combination of all of them) that is visible in the current view. This option is only available in Single Page Layout.
  Current page – Prints the page that is visible in the current view.
  Page from/to – Specifies the range of pages or ranges of pages to print in the PDF document. Select or enter page numbers in the fields.
  Pages – Specifies the range of pages to print separate pages in the PDF. Enter page numbers and/or page ranges separated by commas. For example, 1,3,7-10.

- Subset – Provides options for setting noncontiguous page range.

  All Pages in Range – Prints all the pages within the specified range.
  Odd pages only – Prints only pages with odd numbers within the specified range.
  Even pages only – Prints only pages with even numbers within the specified range.

Note: *This option is especially helpful for two-side printing.*

- Reverse pages – Prints pages in reverse order. If page ranges are entered, the pages print opposite of the order in which they were entered. For example, if you select to print the document from page 5 to page 30, selecting Reverse pages option will print page 30 to page 5.

- Copies – Sets the number of copies you want to print.

- Collate – Assembles the printouts in a proper numerical or logical order when printing several copies. This option will be disabled when printing just one copy.

- Page Scaling – Reduces, enlarges, or divides pages when printing. You can select Fit to Page, Actual Size and the proper scaling size.

- Page Arrange – You can select None or Multiple pages per sheet in this option.

  None – Prints one page on one sheet.
  Multiple pages per sheet – Prints multiple pages on the same sheet of paper. When selecting this option, further options pop up for you to specify settings for Page Per Sheet, Page Order, Print Page Border, Page Rotate, etc.

  A. Page Rotate – Sets the page to be printed in Normal, Clockwise, or Counterclockwise.

  B. Page Order – Defines how the pages are ordered on the page during Multiple pages per sheet printing.

  Horizontal – Places pages from left to right, top to bottom.
  Horizontal Reversed – Places pages from right to left, top to bottom.
  Vertical – Places pages top to bottom, left to right.
  Vertical Reversed – Places pages top to bottom, right to left.

C. Pages per sheet – Prints a predefined number of pages or a custom number horizontally and vertically during multiple pages per sheet printing.
   a. If you select a predefined number from the menu, Foxit Reader automatically selects the best paper orientation.
   b. If you select a custom number, you need to choose or type a number and decide the orientation horizontally and vertically.

D. Print Page Border – Print the page boundary of PDF pages during Multiple pages per sheet printing.

- Page Rotate -- Sets the page to be printed in Normal, Clockwise, or Counterclockwise.

- Auto-Rotate – Adjusts the PDF document's orientation to match the orientation specified in the printer properties.

- Auto-Center – Places the PDF pages in the center.

- Print What – Specifies to print documents only, annotations only or both.

  Document – Prints the document contents without annotations.
  Document and Annotations – Prints document contents and annotations.
  Annotations – Prints annotations only.

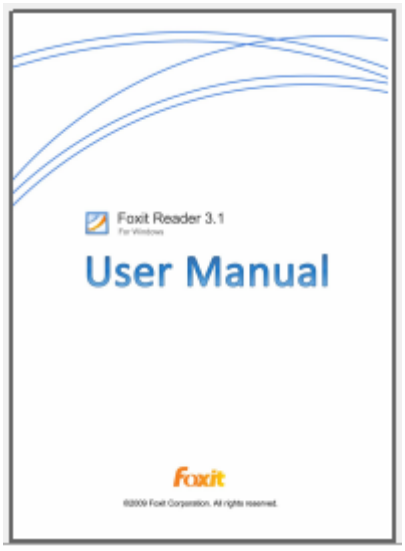
- Preview -- Foxit Reader provides an instant preview in the Print dialog box.

  You can use the magnification tool as well as the navigation tool on the print dialog box to preview the individual pages in desired magnification level. Both the document size and the paper size are shown under the Preview.

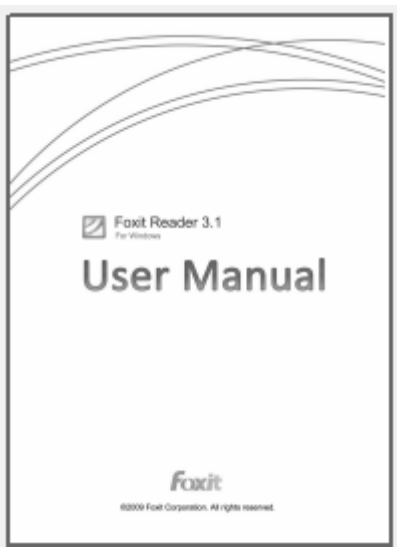
Tip: *To change the unit of page dimensions, please go to Tools > Preferences > General tab > Measurement Units.*

- Print as Grayscale – To print the PDF document with color images, texts, or other objects as shades of gray.

  For example, RGB or CMYK image-only PDFs, in particular, can be quite large. Converting these PDFs to grayscale can reduce the size of the file and increase the speed of printing.



Print as normal



Print as Grayscale

Chapter 10 – Appendices

This section is a collection of supplementary materials for this user manual, including Keyboard Shortcuts, and Command Lines.

Keyboard Shortcuts

There are number of keyboard shortcuts that you can use to speed up your navigation within the Foxit Reader. Some particularly important ones are listed here:

File Keys

Action	Shortcut
Open File	Ctrl + O
Close File	Ctrl + W, or Ctrl + F4
Save As	Ctrl + Shift + S
Close All	Ctrl + Shift + W
Print Document	Ctrl + P
Exit Foxit Reader	Ctrl + Q
Save	Ctrl + S

View Keys

Action	Shortcut
Full Screen	F11
Zoom In	Ctrl + Num +
Zoom Out	Ctrl + Num -
Zoom To	Ctrl + M
Actual Size	Ctrl + 1
Fit to Page	Ctrl + 2
Fit Width	Ctrl + 3
Rotate Clockwise	Ctrl + Shift + Plus
Rotate Counterclockwise	Ctrl + Shift + Minus

Reset Toolbars	Alt + F8
Dock All Toolbars	Ctrl + F8
Hide Toolbars	F8
AutoScroll	Ctrl + Shift + H
Stop AutoScroll	ESC
Show or hide Navigation pane	F4
Show or hide Menu Bar	F9
Switch between tabs	Ctrl + Tab

Edit Keys

Action	Shortcut
Copy	Ctrl + C, or Ctrl + Insert
Find Text	Ctrl + F
Find Next	F3
Find Previous	Shift + F3
Preferences	Ctrl + K
Undo	Ctrl + Z
Redo	Ctrl + Y

Select Text Tool Keys

Action	Shortcut
Copy	Ctrl + C
Select All	Ctrl + A
Deselect All	Ctrl + Shift + A
Add Bookmark	Ctrl + B

Tool Keys

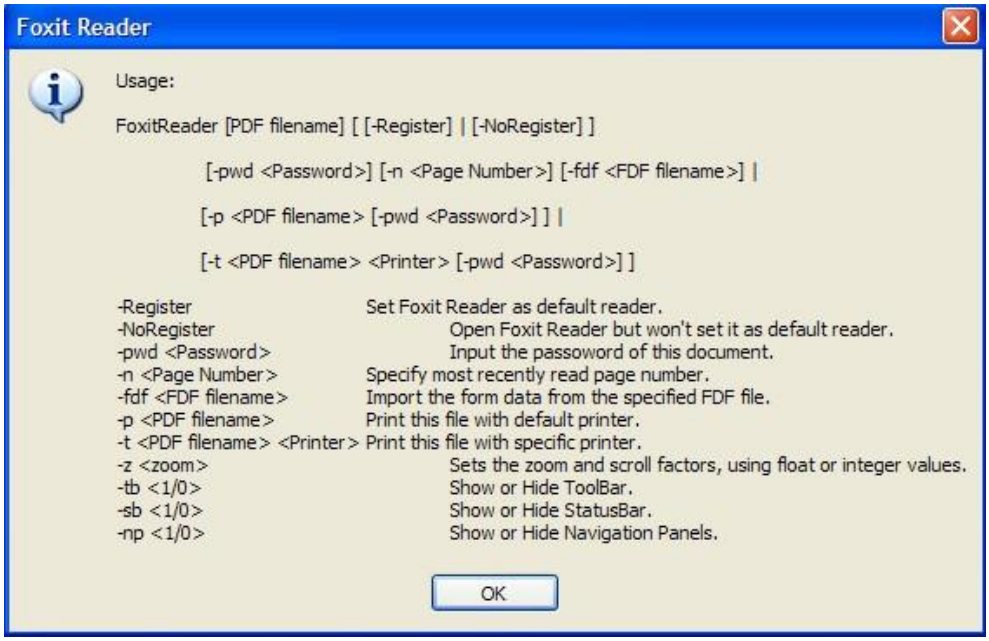
Action	Shortcut
Hand Tool	Alt + 3
Zoom Out Tool	Alt + 4
Zoom In Tool	Alt + 5
Select Text	Alt + 6
Snapshot	Alt + 7
Typewriter	Alt + 8
Exit Full Screen Mode	ESC, F11
Switch to Text Viewer	Alt + 9

Document Keys

Action	Shortcut
First Page	Home
Previous Page	Left Arrow, Page Up, or Ctrl + Page Up
Next Page	Right Arrow, Page Down, or Ctrl + Page Down
Last Page	End
Go to Page	Shift + Ctrl + N
Select All	Ctrl + A
Page Down	Space
Page Up	Shift + Space

Command Lines

Foxit Reader defines parameters that allow you to perform operations on a PDF with a command. To check the command lines that can be used to Foxit Reader, please go to Help > Command Line Help…



Command	Result
-Register	Set Foxit Reader as default reader.
-NoRegister	Open Foxit Reader but won’t set it as default reader.
-pwd <password>	Input the password of the protected PDF documents.
-n <Page Number>	Specify most recently read page number.
-fdf<FDF filename>	Import the form data from the specified FDF file.
/p	Print the document with default printer.
/t <Printer>	Print the document with designated printer.
-z <zoom>	Sets the zoom and scroll factors, using float or integer values.
-tb <1/0>	Show or Hide Tool Bar.
-sb <1/0>	Show or Hide Status Bar.
-np <1/0>	Show or Hide Navigation Panels.

Contact Us

Feel free to contact us should you need any information or have any problems with our products. We are always here, ready to serve you better.

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